



MERCHANT TAYLORS'
Prep

JOB DESCRIPTION
HEAD'S PERSONAL ASSISTANT/HR ASSISTANT

THE ROLE

A Personal Assistant for the Head is required for September 2024. The role involves providing confidential secretarial support to the Head as well as being central to the administrative running of the School. The Head's Personal Assistant is responsible for acting as the first line of contact for the Head, his diary management, the maintenance of whole school administrative and compliance systems, organising the recruitment and induction processes for new staff, and for general secretarial and administrative duties.

The incumbent will be a senior part of the team which provides administrative support to the teaching and non-teaching services within the School. The successful applicant will meet a wide range of adults and pupils and will provide a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Head.

KEY TASKS AND RESPONSIBILITIES

The Head's Personal Assistant has responsibility in the following main areas:

- Acting as first-line contact for the Head, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person;
- Assisting the Head in maintaining a smooth running and efficient Head's office by dealing with all administrative functions, as well as anticipating and scheduling regular events and meetings;
- Generating an environment of efficiency and providing a warm welcome at all times, receiving visitors, parents and governors to ensure they receive appropriate hospitality;
- Covering routine events or emergencies with equilibrium, confidence and style;
- Liaising with members of the academic and support staff as appropriate;
- Organising the Head's diary and the day-to-day time management of the Head;
- Provide full secretarial support to the Head, including confidential word processing, standard letters, MS forms, diary management, briefing notes, taking minutes, internal and external communications and filing;
- Updating the Pupil Exclusions Register;
- Liaising with the Local Authority regarding pupil leavers and joiners;
- Co-ordinating internal meetings on behalf of the Head and Senior Leadership Team (SLT) and assist when capacity permits;
- Organising and supporting the recruitment process for new staff (end to end), including preparing and posting job adverts, scheduling interviews, updating the Single Central Register (SCR), preparing offer letters, contracts and undertaking all safeguarding checks;
- Organising the induction arrangements and information for new staff;
- Being responsible for the office email account and the recruitment email account;
- Updating information on the School website;
- Arranging meetings with new members of staff during the autumn term and monitoring probation period requirements;

- Arranging review meetings for teachers and support staff in the spring and summer terms;
- Managing staff absence requests (holiday and sickness) and related iSAMS records to aid payroll;
- Maintaining training records for staff and proactively managing future training needs;
- Managing the policy revision schedule, helping ensure all policies are kept up in line with current legislation;
- Assisting the Communications Officer with newsletters;
- Showing absolute confidentiality and discretion at all times;
- Assisting with the work of the School Office when required, particularly at busy times, for example, at the beginning and end of the school day;
- Support evening functions where required (any additional hours to be agreed in advance).
- Other administrative activities required for the effective performance of the role as required.