



SAINT FELIX SCHOOL
SOUTHWOLD

PA TO HEADMASTER AND DEPUTY HEAD

We are seeking to appoint an experienced Personal Assistant to the Headmaster and Deputy Head.

Diplomatic and discreet in approach, you will work on behalf of the Head on all day-to-day matters over a wide range of tasks, managing a complex and demanding workload and working to strict deadlines. The successful candidate must be organised and able to prioritise effectively, display flexibility and remain calm under pressure. The successful candidate must display attention to detail, be articulate and numerate and be able to demonstrate high standards of presentation, both verbal and written to reflect the nature of the school.

Principal Accountabilities

- To provide a high standard of secretarial and administrative support to the Headmaster and Deputy Head requiring accuracy, discretion and confidentiality at all times.
- To maintain and manage the Headmaster and Deputy Head's respective diaries.
- To take all incoming calls to the Headmaster and filter where possible.
- To type and deal with the Headmaster and Deputy Head's correspondence, letters and announcements) and papers; to prioritise responses and write/undertake all lower level responses under own initiative.
- To generate the Headmaster's weekly newsletter
- To minute meetings.
- To organise functions, events and key curriculum activities, in liaison with the Director of Admissions and Marketing, for example Parents' Day, Sixth Form Aspiration Interviews, Carol Services, Transition Dinner.
- To maintain the confidential files.
- To co-ordinate the processes involved in the 'Complaints', 'Exclusion, Removal and Review', 'Physical Restraints' and the 'Searching and Confiscation' procedures and maintain the files.
- To respond appropriately to enquiries from parents, staff and the general public.
- To maintain, in conjunction with the Registrar, the filing and record keeping of all pupils.
- To line manage the Reception staff and provide cover when required.
- To manage the initial stages of the staff recruitment process up to the point of interview and complete reference requests for former members of staff.
- To act as point of contact between the Head and Governors in liaison with Clerk to the Governors.

Key Skills

- Experience in a similar role would be desirable.
- Ability to work independently and effectively.
- Ability to plan and take responsibility for task completion.
- Attention to detail, including proof reading skills, and the ability to maintain a high level of accuracy.
- Ability to deal with sensitive information with discretion and maintain confidentiality.
- Exceptional interpersonal and communication skills, including the ability to effectively communicate with a wide range of contacts both internally and externally.
- A flexible and proactive approach to work.
- Excellent keyboard and IT skills.

The successful candidate must ensure confidentiality is maintained at all times and the Data Protection and GDPR Regulations are adhered to.

Please note that the above is not an exhaustive list of duties and responsibilities. The post holder will be required to undertake any other reasonable duties as discussed and directed by the Head or Deputy Head.

All posts at Saint Felix School are subject to a satisfactory DBS check. Saint Felix School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.