



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Headmaster's PA

*Last Updated 11th September 2019:
Next Review:*



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The Post

The Headmaster's PA provides strictly private and confidential support to the Headmaster, facilitating his ability to lead and manage Hampton Court House.

The Headmaster's PA works alongside the Headmaster and is central to the smooth running of the School's administrative structure. The Headmaster's PA also works closely with the SLT as well as the Chairman of Hampton Court House.

One of the Headmaster's PA's main objectives is to minimise the time spent by the Headmaster on routine administration and therefore to maximise his time focused on: strategic development; purposeful interaction with staff, pupils, parents and other key people and agencies associated with the School. Discretion, security and hospitality are, therefore, even more important than in a conventional office environment.

The Role Description

It should be noted that this is not a definitive list. The duties of the Headmaster's PA will be at least those listed below. It will also be necessary, occasionally, to work after school hours when attending or overseeing School events or meetings. The Headmaster's PA works directly with the Headmaster and is accountable to him for the efficient execution of his duties. The Headmaster is the line manager of this post.

1. To provide general administrative support including correspondence, managing the Headmaster's diary, producing briefing materials for the Headmaster, and undertaking other such general duties and special projects as the Headmaster may wish to delegate.
2. To act as a 'gatekeeper' for the Headmaster in relation to parents and staff.
3. To support the Headmaster in the prioritising of administration and his own time.
4. To support the Headmaster in his correspondence through the efficient drafting of emails, letters, newsletters and other documents.
5. Convening meetings, producing agenda and writing and distributing minutes, as directed by the Headmaster.
6. To minute (as requested) meetings attended by the Headmaster.
7. To liaise with the Deputy Head over the arrangements of all major school events.
8. Close working relationship with the Director of Admissions and External Relations including the liaising with prospective parents, setting up interviews with new pupils, including those from abroad, (eg. via Skype).
9. Processing of registration forms and admissions data for prospective pupils and families.
10. Close working relationship with the Director of Admissions and External Relations regarding the production of marketing and promotional material/brochures etc.
11. Co-ordinate travel arrangements for the Headmaster and senior leadership.

12. To co-ordinate and to ensure that hospitality is provided for the Headmaster's guests.
13. To be part of the 'public face' of the School, and of the Headmaster's Office.
14. Dealing with confidential issues at the Headmaster's direction.
15. Treating all conversations and meetings with the Head with discretion and confidentiality.
16. Book ordering, in accordance with the procedure set out for the purchase order system.
17. Assisting with the printing of booklets and certificates.

Person Specification – Headmaster's PA	Essential	Desirable
Extensive PA experience with strong secretarial skills		✓
Ability to work discreetly with confidential and sensitive information	✓	
Experience of working within an educational environment		✓
Experience of the independent school environment		✓
Excellent interpersonal skills and a demonstrable commitment to <i>continuing</i> self-development and personal growth	✓	
Strong IT skills	✓	
First-rate written and oral communication skills at all levels; demonstrably strong proofreading and editing skills	✓	
Excellent minute taking skills	✓	
Shorthand skills		✓
Efficient co-ordination and prioritization of workload	✓	
Ability to act quickly and calmly under pressure whilst maintaining attention to detail	✓	

Educated to degree level or equivalent		✓
Interest in world culture and the arts, music, literature etc	✓	
Knowledge of and/or fluency in other language(s)		✓
Good sense of humour	✓	

Benefits and holidays

The Head's PA will work 5 days per week. During term time Office Hours will be 8 am to 5.30 pm, although it should be noted that attendance at some meetings and key promotional events, which will not attract additional salary, will require attendance outside these hours. During School Holidays Office Hours will normally be 9 am ~ 3 pm (including an hour for lunch), unless these need to be modified as a result of the need to supervise an on-going project.

The PA will have 6 weeks' annual leave including bank holidays, with no more than two consecutive weeks being taken at any given time, except by negotiation with the Head. These periods of leave may only be taken out of term time. The School observes all Public Holidays.

The Head's PA may take meals in the dining room free of charge during term time ~ the School has an excellent reputation for its food.

All staff are automatically enrolled into the NEST workplace pension scheme (nestpensions.org.uk).

Hampton Court House is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.