



JOB DESCRIPTION

PERSONAL ASSISTANT TO THE HEADMASTER

The School:

Aysgarth is a highly successful preparatory school. We educate girls and boys in the Pre-Prep until the end of Year 3 and boys in the Prep until the conclusion of Year 8. The staff team is committed, talented and works closely together.

Boys leaving Aysgarth at 13 years of age go on to some of the most selective schools in the country, including Eton, Harrow and various other well-known national boarding schools.

Class sizes range from 7 to 16 (with the average being 12), the classrooms are well equipped and resourced, and expectations are high. The boys are well disciplined and most are keen to learn and progress. The school offers a very full curriculum including sports, performing and creative arts, and a wide range of hobbies and activities.

The successful candidate will be a key point of contact for parents and will work closely with the senior management team requiring a high level of discretion and trust.

Purpose of the Role

1. To provide secretarial and administrative support to the Headmaster
2. To work alongside and support the Headmaster's Wife
3. To work closely with the Senior Management Team
4. To work alongside other Aysgarth colleagues to support consistently excellent standards of school administration.

Reports to: The Headmaster

Key responsibilities

PA to the Headmaster and supporting the administration of the School

- Providing direct administrative support to the Headmaster.
 - Management of diaries
 - General correspondence
 - Filtering telephone calls and visitors
 - Preparation of reports

- o Organising agendas and minuting meetings
 - o Maintaining filing systems, paper & electronic
 - o Facilitating links with Pre-Prep, Prep and Senior schools
- Overseeing the recruitment processes.
 - o Placing of advertisements
 - o Handling enquiries
 - o Establishing interview programmes
 - o Liaising with candidates and completing all necessary paperwork, DBS, contracts etc
 - o Overseeing and managing the Single Central Register of appointments
- Providing support for school administration.
 - o Responding to all emails and phone calls from parents, staff, other schools etc
 - o Overseeing all foreign travel
 - o Assisting with the preparation for inspections and ongoing regulatory compliance
 - o Maintaining records for overseas pupils in line with UKBA requirements
 - o Maintaining training records for all
 - o Maintaining the Staff handbook
 - o Support and supervision of the Receptionist and in their absence covering this role
 - o Administration of professional development records
 - o Administration of transfer reports and scholarship documentation to Senior schools
 - o Completing the annual censuses
 - o Printing of all service sheets, carol services etc.
- Liaising with the Bursar, Finance Assistant and Pre-Prep Secretary

Additional responsibilities

- It will be important that the successful candidate develops a thorough understanding of our children, their parents and of boarding school life. A willingness to have some involvement with the pupils by running occasional activities and seeing them on a regular basis would be advantageous.

Skills & knowledge required

- Excellent interpersonal, communication and team working skills
- Good IT skills
- Good typing skills
- Administrative efficiency and an excellent eye for detail
- The ability to use initiative
- Confidentiality, discretion and tact
- Calm assertiveness
- Understanding of children

The jobholder will be required to complete an enhanced DBS as well as all usual pre-appointment checks in relation to working in a school.

Remuneration

The salary for this post will be competitive and reflect the importance of the role to the School. The School contributes to a pension scheme of the jobholder.

During term time and a week either side of the start and finish of term the hours expected are 8.00am to 6pm Monday to Friday, including bank holidays that fall in term time. School meals can be taken whenever the post holder is at work during term times.

Outside of the above mentioned periods the hours expected are 9am to 4.30pm.

5.6 weeks holiday per year to be taken within normal school holidays.

The jobholder has access to the School's grounds and facilities, including the swimming pool and sports hall within agreed times.