



SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION for PA to the Executive Head

at

Shrewsbury House School

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Position: PA to the Executive Head

Reports to: Executive Head

Location: Shrewsbury House School Trust

Hours: 8am to 5pm Mon-Fri term time only, plus 5 weeks during holiday periods. Occasional evening and weekend work will be required.

Primary Purpose

The PA to the Executive Head will provide comprehensive administrative support, including diary management, meeting and travel arrangements and assistance on specific projects. The role involves supporting internal and external stakeholder relationships, working closely with the Leadership team and liaising with parents and senior schools.

Key Responsibilities

- **Executive Support:**
 - Provide full administrative support to the Executive Head on a daily basis.
 - Manage the process of obtaining or creating data, briefings and papers, ensuring the Executive Head is prepared for all engagements.
 - Organise and maintain files, ensuring confidentiality and accurate record-keeping of correspondence.
 - Organise appointments, meetings, diary management and travel arrangements.
- **Governance & Meeting Coordination:**
 - Support the organisation of Trust and Governors' meetings, including preparing and distributing Board papers.
 - Attend meetings and serve as a minute-taker when required.
- **Stakeholder Liaison:**
 - Act as the first point of contact for parents, handling questions, compliments and complaints.
 - Build and maintain relationships with internal and external stakeholders.
 - Provide HR support for the organisation of the interview process for new staff.
- **Correspondence & Communications:**
 - Manage incoming and outgoing correspondence, prioritising and drafting responses as needed.

- Meet and greet guests of the Executive Head, ensuring they are well looked after.
- **Support to Leadership Team:**
 - Provide administrative assistance to the Senior Deputy Head and Deputy Heads for Academic and Pastoral matters as needed.
 - Work with senior schools on Pre-test processes, Common Entrance examinations, scholarship applications and other entry processes in consultation with the EH, Deputy Head, Academic and Director of Scholarship, assessment and Reporting.
- **School Administration:**
 - Line manage the School Office and School Secretaries.
 - Manage pupil files and administrative records.
 - Organise speakers for the Seminar Series and Future Schools events.
- **Promote the School:**
 - Positively represent and promote the School and SHS Trust in all dealings.

School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons with whom you have contact during the course of your duties;
- Any other reasonable project or duty assigned by the Executive Head.

Person Specification

The successful candidate will demonstrate the following:

Skills and Attributes:

- Ability to remain calm and efficient under pressure.
- Cheerful and professional demeanour with a natural sense of humour.
- Strong problem-solving skills, using tact and diplomacy when required.
- Highly organised and detail-oriented.
- Excellent written and verbal communication skills.
- Strong IT skills, particularly with Microsoft Office applications.
- Willing and able to learn new systems, such as the School's MIS.

Experience and Competencies:

- Previous experience in a school environment is preferred but not essential.
 - Ability to work independently and with minimal supervision.
 - Ability to prioritise tasks strategically and display good judgement under pressure.
 - Reliable, punctual, and well-presented.
 - A commitment to maintaining complete confidentiality.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____