



## JOB DESCRIPTION

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| <b>Department:</b>     | Head's Office   |
| <b>Post:</b>           | PA to the Head's Office   |
| <b>Responsible to:</b> | Executive Assistant   |
| <b>Job Purpose:</b>    | To provide professional and confidential administrative support to the Head's Office, ensuring the efficient and effective running of daily business. |

### MAIN DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the PA to the Head's Office listed below are not exhaustive. It is anticipated that these duties and responsibilities may change from time to time.

- o Safeguarding children is the responsibility of all members of Millfield staff.
- o Forward planning to ensure key deadlines are met.
- o Handle information with the utmost discretion to ensure confidentiality at all times.
- o Ensure a high standard of administrative and management support to the Head's Office, working under the supervision of the Executive Assistant, but able to show initiative in delegated duties, seeking advice where appropriate.
- o Quality control of all communications produced by or for the Head.
- o Coordination of scheduled meetings and appointments so that the Head's daily schedule flows smoothly and efficiently with limited disruptions.
- o Pro-active management of the Head's inbox and workflow in liaison with the Executive Assistant, to ensure that appropriate items are promptly acknowledged, actioned or delegated, as appropriate.
- o Deal with parent and other external stakeholder queries, providing assistance where possible and referring enquiries to the relevant Senior Leadership Team (SLT) member or other member of staff, ensuring action is taken.
- o Establish a business-like office environment and promote good relationships between SLT members, teaching and support staff, governors, students, parents and all other stakeholders and visitors.
- o Maintain efficient filing and documentation retrieval systems for the Head.
- o Assist with hospitality requirements and invitations offered by the Head.
- o Coordinate and communicate effectively with SLT and their PAs concerning priorities, deadlines and procedures.
- o Write/take minutes as required.
- o Ad hoc support to members of SLT as required.
- o Contribute to the wider PA group to improve systems and delivery.
- o Support for the admissions process as required.
- o Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

## PERSON SPECIFICATION

### Essential:

- o At least 2 years successful experience in a comparable role.
- o Positive, proactive and highly professional in manner and approach to work, with awareness of the need to maintain confidentiality at all times.
- o Ability to work quickly and calmly under pressure.
- o Exceptional written and verbal communication skills, with the ability to liaise with a wide range of audiences in a supportive, understanding and professional manner.
- o Well-organised with the ability to prioritise competing demands whilst maintaining a strong attention to detail.
- o Confident in the use of Microsoft Office packages: Word, Excel, PowerPoint and Outlook.
- o Able to work independently and build positive working relationships with students, parents, staff, Governors and the local community.
- o Flexible approach and the ability to adapt to changes in working methods and approaches.
- o Understand and comply with Child Protection procedures.

### Desired:

- o Knowledge of relevant school policies, procedures and systems.
- o Knowledge of the British curriculum system.
- o Proficiency in digital dictation and transcription.
- o Experience of maintaining and developing electronic and manual records and data.

*Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.*

*We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.*

I understand the duties and commitment statement listed above.

I require clarification of the duties listed above.

Signed:

Print Name:

Date: