



## JOB DESCRIPTION

<b>Department:</b>	Sport
<b>Post:</b>	PA to the Director of Sport
<b>Responsible to:</b>	Director of Sport
<b>Job Purpose:</b>	To provide professional, proactive and comprehensive administrative and organisational support to the Director of Sport, ensuring the efficient running of their daily activities and strategic priorities.

### MAIN DUTIES AND RESPONSIBILITIES

#### **Executive and Diary Support**

- Manage and maintain the Director of Sport's diary to ensure effective use of time, including scheduling meetings, resolving conflicts and forward planning key commitments.
- Arrange meetings, appointments and events, ensuring all logistical requirements are in place.
- Attend meetings as required, taking accurate minutes and maintaining action logs.

#### **Administrative and Organisational Support**

- Provide high-quality administrative and organisational support to the Director of Sport.
- Prepare, collate and format correspondence, reports, presentations and briefing papers as required.
- Support the preparation of reports, including those for senior leadership and Governors.
- Ensure deadlines are tracked and met through effective forward planning and coordination.

#### **Communication and Liaison**

- Act as a key point of contact for the Director of Sport, managing incoming communications including emails, calls and correspondence.
- Draft routine communications on behalf of the Director of Sport.
- Liaise with internal departments and external stakeholders, ensuring effective communication and follow-up of actions.

#### **Information Management**

- Maintain accurate and confidential records, ensuring information is stored appropriately and is easily accessible.
- Ensure data and documentation are managed in line with school policies and procedures.
- Handle sensitive information with discretion at all times.

#### **General Administrative Support**

- Assist with a range of administrative tasks to support the smooth running of the Director of Sport's office.
- Support wider administrative activities within the department as required, in line with the PA remit.
- Safeguarding children is the responsibility of all members of Millfield staff.

- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

**Person Specification**

- Experience in a comparable administrative or PA role.
- Highly competent in the use of Microsoft Office packages, including Word, Excel, PowerPoint and Outlook.
- Exceptional written and verbal communication skills, with the ability to liaise effectively with a wide range of audiences in a supportive, understanding and professional manner.
- Positive, proactive and highly professional in manner and approach to work, with a strong awareness of the need to maintain confidentiality at all times.
- Highly organised, with the ability to prioritise competing demands whilst maintaining strong attention to detail.
- Ability to work quickly, calmly and effectively under pressure.
- Able to work independently while also building positive working relationships with students, parents, staff and the wider community.

*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:.....