



PINEWOOD

Est. 1875

HEADMASTER'S PA & ADMISSIONS ASSISTANT

Actual Salary: £17,883 per annum

(Full-time equivalent: £25,350)

Despite this role only being required to work during term-time, the salary will be paid equally across 12 months per year and includes holiday pay in line with statutory government legislation.

Paid hours per week: Term-Time (approximately 34 weeks per year) plus InSet (approximately 1 week per year). Giving a total of approximately 35 working weeks per year. You are not required to work the remaining 17 weeks per year.

Hours of work: 35 hours per week to be worked as follows:

Monday - Friday

8am – 3.30pm (with a 30 minute unpaid lunch break per day)

Due to the nature of this role all hours are required to be worked on site at the School.

Leave arrangements: Paid Statutory Holiday Entitlement in line with Government legislation. The salary above includes holiday pay.

Line Manager: Head of Admissions & Marketing

Headmaster's Secretary Tasks:

- Personal Assistant to Headmaster and the Headmaster's Wife.
- Responsible for dealing with highly confidential and sensitive matters in the appropriate manner, and maintaining confidentiality at all times.
- Management of the Headmaster's Diary including liaising closely with the Registrar on prospective parent visits.
- To act as the first point of contact for staff, parents and pupils wishing to meet with the Headmaster.
- Organising visits from other SLT members or Prep and Senior Schools.
- Organising visits for the Headmaster to attend other Prep and Senior Schools.
- Dealing with the Headmaster's e-mails and correspondence as directed.
- Greet Headmaster's visitors on arrival and provide refreshments as required.
- Managing the Headmaster's correspondence such as letters to parents and staff, staff appraisal forms and pupil reports to senior schools.
- File documents on pupil personnel files as necessary.
- Secretary to Headmaster chaired meetings including, but not exclusively, SMT, SLT, IT Strategy, the whole School Staff meeting and Pastoral Meetings.
- Responsible for producing and distributing accurate minutes in a timely manner.
- Preparation of minutes for Governor meetings as directed by the Headmaster.
- Assisting the Headmaster's Wife with the administration and organisation of whole School events including the Christmas Fair, Bonfire Night and Summer Afternoon.
- Providing support to Friends of Pinewood (parent body) as directed by the Headmaster's Wife.
- Providing administrative support to the School Nurses within the Surgery as agreed with the Headmaster's Wife.
- Providing administrative support to the Deputy Headmaster on request including assisting with the publication of the end of term and inset programmes.
- Provide administrative support for safeguarding issues under the direction of the Designated Safeguarding Lead.
- Provide administrative support to other members of the Senior Leadership Team on request and as agreed by the Headmaster.
- Photocopying and producing booklets and documents as required.
- Answering the telephone and covering the School Office when required.
- Being willing to get stuck into all and any tasks required to support the running of the School.

Assistant to the Head of Admissions & Marketing Tasks:

- To provide administrative support to the Head of Admissions & Marketing throughout the Admissions process completing any administrative tasks as directed.
- To provide administrative support for Open Days, Taster Days, and all other Admission Events.
- To obtain feedback following Open Days and other events to allow successes to be recognised and lessons to be learned;
- To be in attendance to support Admissions Events as requested by the Head of Admissions & Marketing.

- Be a part of the School Administrative Team attending meetings and working towards a collaborative approach to administration across the school and all departments.
- To provide secretarial support to the Head of Admissions & Marketing across all areas of her role. To include taking and typing up minutes for meetings as directed; drafting letters and emails on behalf of the Head of Admissions & Marketing; monitoring and answering emails as requested.

Front Office Cover:

- To provide cover for the Front Office during any periods of absence of the School Secretaries.
- To sit on the Front Reception Desk and act as the first point of contact for all parents, pupils and visitors as a welcoming face of the School.
- Take telephone messages accurately and distribute them as appropriate.
- To contact and respond to parents via telephone and email as required.
- To answer the door controlling access by use of the door entry system and manage the visitor's booking in system.
- Manage Office Email Box and action queries or distribute emails as required.

Safeguarding of Children:

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Excellent secretarial skills including a proven ability to take accurate minutes and distribute in a timely manner.
- Understanding of the need to maintain strict confidentiality where appropriate.
- Ability to prioritise and meet deadlines.
- Ability to multi-task and manage own workload.
- Excellent interpersonal skills and the ability to communicate confidently with parents, pupils, colleagues and staff from other Schools.
- Good IT literacy with particular focus on Google Docs, Gmail and Excel.
- Excellent time management and an ability to work under pressure and to deadlines.
- Excellent verbal and written English.
- The highest attention to detail.
- A warm and professional telephone manner.
- Flexibility, willingness to get stuck in to a wide variety of tasks.

Desirable competencies:

- Diary management experience.
- Experience of working in a school environment.
- Understanding of the Independent School sector.

Employee Benefits include:

- Support Staff Pension Scheme

- Free lunch and snacks provided during term-time (as available to the children)
- Free coffee and tea during the working day
- Free car parking on site
- Cycle 2 Work scheme
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues
- Staff Well-Being Programmes and Menopause Support Groups

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