Job Profile & Person Specification

Headmaster's Personal Assistant

Full-time – Term Time Only

St Michael's School is looking to appoint a Personal Assistant to the Headmaster and Deputy Head to work full-time during term time and a minimal number of hours during school holidays. The successful candidate will also discreetly manage and co-ordinate all Governance issues and support Senior Leaders as required. The ideal candidate will possess exceptional communication skills and impeccable attention to detail with the ability to work independently whilst managing multiple tasks simultaneously in response to the School's changing operational needs. Ideally, we would like a candidate who has worked in the Educational sector but this is not essential. Most importantly though, we require an individual who is supportive of our ethos and upholds our Christian values, is an excellent communicator, a good team player and has the patience, sense of humour and resilience to remain calm under pressure.

Closing Date for Applications: **08:30 Friday, 24 January 2025**

Interviews to be held **29/30 January 2025**

Start Date: **March 2025**

ST MICHAEL'S SCHOOL

CHURCH OF ENGLAND PREPARATORY SCHOOL

JOB PROFILE

CONTRACT TYPE: Full time
CONTRACT TERM: Permanent
HOURS: 8:45 -17:00 Term Time Only + 2 weeks during holiday periods
SALARY SCALE: St Michael's Admin Scale 29 Actual Salary £26,670
HOLIDAY ENTITLEMENT: 4 weeks per annum (to be taken during the school holidays) + Public Holidays

REMUNERATION AND BENEFITS

The successful candidate can expect:

- A competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Staff lunch
- School fee reduction for staff children

HOURS OF WORK

The role will predominantly be term time only (34 weeks a year + 5 staff days per year). The core working hours will be Monday to Friday 08:45 - 17:00.

You may be required to work around 4-5 hours for a few days at the end of each term and before the beginning of each new term.

PROFESSIONAL DUTIES

All members of staff have a responsibility for promoting and safeguarding the welfare of children.
All members of staff are expected to uphold school policies.
All members of staff are expected to support the School's Christian ethos and mission statement and contribute to the School's fulfilment of its stated aims.

PURPOSE OF THE POST

The role will entail providing a confidential and personal service to the Headmaster. This will involve secretarial and administrative tasks working harmoniously with all key stakeholders. The successful applicant will be organised and proficient with the ability to multitask ensuring that the Headmaster is fully supported in all matters and whose role will provide an essential function ensuring the smooth operation of the school.

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ROLE PROFILE

Please note that this is not a formal job description, but the information is provided to give you an indication of the nature of the role.

Key areas of responsibility:

- To provide confidential, comprehensive secretarial and administrative support to the Headmaster and Deputy Head
- Engage in weekly senior leadership team and termly Governor meetings, producing minutes and circulating associated information as required.
- Proactively manage the Headmaster's / Deputy Head's diaries ensuring accurate and efficient diary management
- Preparing correspondence, reports and presentations with strong attention to detail
- Liaison between the Governors and the School ensuring all meeting papers are circulated on time by the Clerk to the Governors
- Liaise with the local authority as well as other professional bodies and organisations
- Assistance with HR recruitment
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education, Working Together to Safeguard Children agenda, and Area Child Protection Procedures.

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PERSON SPECIFICATION

The successful applicant will be a suitable person to work with children and committed fully to promoting and safeguarding their welfare at all times.

PERSONAL QUALITIES

- A friendly and welcoming nature
- In sympathy with the ethos of a Christian school
- Exceptional standards and administration skills
- Excellent inter-personnel skills
- A good team player
- Discrete and understanding of the need for confidentiality
- Smart professional appearance
- Punctual, reliable and hard working
- Excellent communication skills (verbal and written)
- Enthusiastic and well-motivated
- A proactive self-starter able to effectively manage their own workload and the smooth running of the duties required of the role
- Ability to develop positive relationships with colleagues, pupils and parents
- Adaptable, flexible and calm under pressure
- A genuine passion for education and a desire to contribute to the success of our school.

QUALIFICATIONS, TRAINING AND EXPERIENCE

- Educated to Advanced level or above
- Relevant office-based experience – ideally in a school
- Experience with working with members of the public
- Experience of working with children (preferred)
- Experience of successful people management

KNOWLEDGE AND SKILLS

- Highly competent user of IT, with experience of the Microsoft Suite
- Highly competent user of data management software systems such as Engage
- Professional and pleasant telephone manner
- Ability to manage difficult situations

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APPLICATION PROCEDURE

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the Application form and send your CV, along with a covering letter/email, by email or via post to:

Mrs Diana Howers
Bursar
St Michael's School
198 Hadleigh Road
Leigh on Sea
Essex SS9 2LP

Email: bursar@stmichaelsschool.co.uk

Applications to arrive **before 08.30, Monday 24th January 2025. Early applications are encouraged** and we reserve the right to fill the vacancy earlier than the closing date.

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the school's Child Protection Policy & Safeguarding Policy. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.