

## Academic & Pastoral Secretary

### Job Description

Reporting to: The Headmaster's PA & HR Manager

To provide highly effective, confidential support to the Headmaster's Office and Academic Team ensuring a high standard of attention to detail and the ability to multi task, for all stakeholders.

Assist the Headmaster's PA & HR Manager with all academic, support and HR matters, maintaining confidentiality at all times.

Work to agreed priorities and targets with the Academic Team and manage electronic diaries.

Arrange and instigate regular weekly Teams' Meetings and provide real time minute taking during meetings as and when required using a laptop.

Make judgements about matters to be dealt with by prioritising and allocating them accordingly.

To confidently progress issues under the direction of the Headmaster's PA and HR Manager and remain up to date regarding actions taken, outcomes secured and ensure follow up is undertaken wherever necessary.

Fully access and utilise the School's MIS System (training will be provided to the successful candidate) to ensure data is provided whether in report form or excel worksheets.

Assist with preparation and support of evening and weekend events such as Parent's Evenings, Productions, Results Days, Open Days, Speech Day etc.

Ensure relevant inspection documentation is kept up to date and is ready to access.

Provide administrative support to the Duke of Edinburgh Team.

Deal with confidential issues and treat all conversations and meetings with the Headmaster and Academic Team with discretion and confidentiality.

To liaise confidently and courteously with all key stakeholders.

Specific support during A Level and GCSE results weeks in August.

Assist with Evolve trips administration and input calendar entries onto the School's MIS.

Act as liaison between the teachers, students, parents and any other stakeholders.

Work closely with the Reception Team to ensure best practices are carried out, support given where required and to maintain the current and historic filing systems.

Participate in training and development as required.

Promote safe working practices and ensure compliance with the School's Code of Conduct, Regulations and Policies.

Undertake any other specific projects and general duties as may be required, including but not restricted to invigilation, reception cover, and first aid cover always providing a welcoming and professional service to all stakeholders.

## Person Specification

### Essential

- Must be well presented, professional, warm and friendly with a sense of humour. Be empathetic and understanding, even when under pressure.
- Be an excellent team player with excellent communication skills - both oral and written and wherever necessary, use initiative to take the lead to ensure tasks are completed.
- Must be highly proficient in IT skills and demonstrate the ability to use Microsoft Office applications. Produce powerpoint presentations in line with the School's branding but, in particular, the advanced use of Word and Excel (including the ability to undertake mail merge tasks, and create and make use of advanced tables in excel).
- Previous experience of working as a Senior Secretary.
- Must be able to touch type or type at speed to undertake real time minute taking.
- Must be highly proficient in and demonstrate an ability to be able to upload material on social media platforms such as Facebook and Twitter.
- Must be able to demonstrate a clear understanding of the use and ability to cut data for use by the SMT. Training will be given on the School's MIS.
- Must be able to demonstrate the ability to draft clear and grammatically correct emails and letters which reflect the School's warm-hearted approach.
- Must be able to work independently on tasks and take responsibility for their area of work.
- Have a 'can do' positive attitude to problems and to have the ability to look for solutions and seek the help of others.
- Be able to multi-task, be a well organised, efficient, team player.
- Ability to be flexible at short notice.
- Have the ability and motivation to learn new skills and develop the role.

### Desired

- Knowledge of iSams and Evolve.
- An understanding of HR processes including recruitment and on boarding processes.
- Previous school experience.
- Knowledge of safeguarding in a school setting.