



PA to the Wimbledon Common Prep School Headteacher, Deputy headteachers and Health and Safety Officer

Job description – PA to the Wimbledon Common Prep School Headteacher, Deputy headteachers and Health and Safety Officer (4 days a week, term time only)

THE ROLE

The Wimbledon Common Prep School Headteacher and Deputy Headteachers' PA is vital within the school. The WCPS Headteacher and Deputy Headteachers' PA works to support the head and deputy heads in all aspects of their work and plays an important role in the smooth working of the senior leadership team and the school community.

The successful candidate will be collaborative in approach and empathetic in understanding the perspectives of a wide range of people. They will be highly motivated and proactive bringing initiative to the role. They will be efficient, highly organised, attentive to detail, and committed to excellence, having previous administrative/PA experience, preferably at a senior level.

This role description is designed to be indicative rather than restrictive and may evolve. Key responsibilities are expected to include:

Representing the Head's office

- Representing the WCPS Headteacher with professionalism, warmth, integrity, discretion, positivity and efficiency at all times
- Bringing a proactive approach to the oversight of the WCPS Headteacher's office, taking responsibility for ensuring that all matters connected with the work of the office proceed smoothly and efficiently
- Advising on urgent matters, fielding enquiries proactively, following up on actions arising out of the WCPS Headteacher's work, and working closely with him in looking for opportunities to improve the working of the office
- Acting as a welcoming representative of the WCPS Headteacher's office in person, ensuring that all visitors are cared for and made welcome, and taking the lead at in-person events as needed

Diary, calendar and event management

- Planning and coordinating the WCPS Headteacher's diary effectively managing daytime and evening appointments, and reflecting upcoming workflows, ensuring that the WCPS Headteacher is appropriately accessible while also protecting his time to ensure effective prioritisation of workload and productive use of time
- Planning and managing workflows and deadlines to assist the prioritisation of important and urgent tasks and liaising with other staff as appropriate, and to ensure that preparations are made in good

time, tasks are completed in timely manner, and that staff involved have sufficient time to prepare for meetings, events and deadlines

- Proactively managing ongoing processes and planned schedules of work, for instance those connected with staff meetings and notices, staff announcements, staff review, and meetings with staff, pupils and parents
- Having an excellent sense of events and issues taking place across the school and wider external context, and keeping the WCPS Headteacher updated
- Representing the WCPS Headteacher's office at school calendar planning meetings, to ensure that the WCPS Headteacher is able to represent the school at relevant events and to navigate clashing commitments
- Overseeing travel and accommodation arrangements for the WCPS Headteacher, both locally and internationally
- Organising events for the WCPS Headteacher's office, including booking venues, inviting and looking after participants, arranging travel and catering requirements as needed
- Helping the Headteacher and Deputy Heads to collate relevant board papers

Communications and administrative support

- Providing an efficient and completely confidential administrative and secretarial service to the WCPS Headteacher connected with any aspect of his work as needed
- Managing phone calls to and from the WCPS Headteacher's office in a professional and supportive manner
- Responding to correspondence and emails, dealing with enquiries appropriately, using initiative as appropriate, and ensuring that all paper and digital correspondence to the WCPS Headteacher's office is managed promptly
- Drafting and typing correspondence, presentations, reports and documentation
- Proofreading such documentation and correspondence carefully, ensuring that all documentation and correspondence connected with the WCPS Headteacher's office meets the highest standards
- Preparing in good time all documentation relating to the WCPS Headteacher's schedule of appointments, ensuring that the Headteacher is effectively briefed
- Arranging, attending, preparing and minuting meetings as required, including preparing agendas, and ensuring effective planning in advance
- Updating and distributing key documents, liaising with other staff regarding updates as appropriate
- Maintaining excellent digital and paper files, which are systematic, clearly labelled, and up to date
- Recording file notes of correspondence and conversations involving the WCPS Headteacher in accordance with school systems
- Working as a team with other administrative staff to ensure that the senior leadership team is fully supported
- Managing purchases and expenses for the WCPS Headteacher's office, in line with school systems
- Maintaining the WCPS complaints log, including expressions of dissatisfaction
- Arranging basic catering for meetings involving the senior leadership team
- Planning for the termly open mornings
- Liaising with the Friends of Squirrels and attending their monthly meetings online
- Liaising with Year 2 parents with regards to the Year 2 yearbook
- Organising the annual flu jabs and pupil vaccinations
- Co-ordinating the annual appraisals in conjunction with the senior leadership team
- Attend and minute the Senior leadership meetings
- Attend and minute pupil progress meetings
- Co-ordinate termly parent consultations
- Co-ordinate staff interviews
- Help facilitate "Getting to Know You Days" pupil assessment days
- Collating and sending 7+ reports
- Keeping an accurate list of pupils leaver's destinations

Stakeholder management within the school community

- Communicating sensitively with staff, current and prospective parents, pupils, governors, the wider school community, members of the public and external organisations on a variety of matters, in person, on the telephone, or by letter or email, and recording file notes of correspondence and conversations as necessary
- Ensuring that important personal events for staff are appropriately recognised, and liaising with other staff over arrangements for staff farewells, ensuring that all documentation is collated and prepared
- Keeping the WCPS Headteacher informed regarding all relevant matters, arising both formally and informally, connected with the school and school personnel
- Managing the processes connected with Christmas cards and end of term activities
- Advising and assisting parents with urgent, sensitive issues and make arrangements for them to see senior members of staff, as appropriate

Other activities

- Managing the unexpected with equilibrium, discretion and professionalism, and being flexible in offering support to the WCPS Headteacher and senior leadership team as required in emergencies
- Maintaining close communication with the senior leadership team as necessary during the WCPS Headteacher's absence, to ensure that matters are dealt with appropriately and efficiently
- Supporting preparations for ISI inspection as required. Supporting matters relating to school procedures and policies, for instance, behaviour, safeguarding and staff matters as required
- Completing research, analysing findings and providing summaries for the WCPS Headteacher as required
- Maintaining a good working knowledge of key legislation and regulatory frameworks (connected with safeguarding, employment law and data protection) to inform their work
- Seeking and acting upon professional support and advice as required, and being committed to undertaking relevant training and continuing professional development
- Manage all aspects of the school's health and safety including being a trained fire warden
- Conducting playground supervision duties as required
- Any other reasonable duties, as required by the WCPS Headteacher

Person Specification

The successful candidate is likely to have:

- Experience of PA work
- Strong interpersonal skills, excellent judgment and diplomacy when dealing with staff, parents and pupils
- Resilience, dedication and a willingness to go the extra mile as needed
- Adaptability and flexibility, with the ability to prioritise effectively, manage a busy workload and work independently
- A 'can do' attitude and a willingness to take on tasks that arise
- Calmness, proactivity and positivity under pressure
- Excellent diary management and organisational skills
- Confident, effective and assured communication skills, both in written and verbal form
- Ability to build strong relationships at all levels
- A proactive approach and commitment to ongoing improvement and development
- An understanding of confidentiality and the highest standards of discretion
- Excellent IT skills (including Microsoft 365 applications including Outlook, Word, Excel, PowerPoint and Forms)
- Excellent proofreading skills

- Great attention to detail and accuracy
- A desire to work with children and be immersed in the life of a busy school
- An understanding of and support for the aims and ethos of the school