Role Description

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| Job Title | Personal Assistant to the Headmaster |
| Reports to | Headmaster |

**Job context**

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School’s next chapter, which will arguably be its most exciting and ambitious.

**Job purpose**

The PA to the Headmaster is both the ‘gateway’ and the ‘gatekeeper’ to the Headmaster, providing a first-rate, efficient and confidential administrative and secretarial service to the Headmaster that facilitates his optimal strategic and operational management of Maidwell Hall School.

**Your Accountabilities**

1. **Management of the Headmaster’s work diary:** requiring the ability to both short-term and long-term plan to ensure that the Headmaster’s is prepared for the right meetings, with the right people, and at the right time. A vast number of demands on the Headmaster’s time will come from pupils, parents, prospective parents, other schools, colleagues and Trustees and will outweigh the hours available. Sound business knowledge of the School, its meeting schedules, and the Headmaster’s priorities are, therefore, key, as is a flexible and unruffled approach to changing demands and short-notice requirements.
2. **Assist the Headmaster in managing his correspondence:** to include; the prompt and discreet management of the general Headmaster email account, ensuring that critical items are dealt with or forwarded as appropriate, and non-critical items are managed promptly and tactfully; drafting of letters, ensuring the School’s values, brand and style at maintained at all times; proof reading letters to parents and prospective parents; preparing references for current and former pupils and staff; completion of the annual School Census; supporting recruitment, as necessary, in conjunction with the Director of HR (Uppingham Group of Schools).
3. **Meeting records:** timely preparation and dissemination of the agenda for all Headmaster-led meetings; accurate minute taking at the meetings; prompt preparation of minutes; ensuring actions are brought forward and apportioned to the correct parties.
4. **Professional management of the Headmaster’s telephone calls:** to include both receiving and making telephone calls on the Headmaster’s behalf. These are numerous and will include dealing with complaints, whether public or parental; making and answering enquiries on the Headmaster’s behalf; assisting colleagues.
5. **Proof reading** and correction of pupil reports to parents and, where necessary, the input of the Headmaster’s reports.
6. **Accurate and timely preparation of key annual reports for the Headmaster:** to include Trustees Reports.
7. **Line management:**  this role will be required to directly and intelligently line manage and guide the School office staff.
8. **Visitor hospitality:** to ensure that the Headmaster is supported with the hosting of visitors (current and prospective parents, Trustees and other guests to the School) including provision of refreshments and organising meals.
9. **Data capture, office filing and administration:** to promptly, accurately and methodically file all necessary documentation that comes into the Headmaster’s office in a secure and robust reference system, whether digitally or paper-based.
10. **Events:** working with the Headmaster, SMT, Admissions Lead, Communications and Events Lead, and on occasion a wider event committee, supporting main school events for current, prospective and visiting parents (including but not limited to the school ‘May Fair’, Open Mornings and matchdays; Speech Day and school productions.

**Outcomes**

1. **Management of the Headmaster’s work diary:** the Headmaster is fully briefed as to all of the meetings required of him in good time for preparation; he is satisfied as to the requirements and necessity of each meeting; he is able to devote the time needed for an effective meeting, whether this is a basic operational transaction or a key strategic discussion.
2. **Assist the Headmaster in managing his correspondence:** the Headmaster is satisfied that crucial correspondence has been brought to his attention or forwarded for management by members of the Senior Management Team; correspondence is managed promptly, professionally and in accordance with the School’s values, brand and style. Non-essential correspondence is firmly, but diplomatically, managed.
3. **Meeting records:** meeting minutes are clearly and accurately generated and promptly distributed, such that there is a reliable record, for both internal purposes and in terms of any legislative or best practice requirements.
4. **Professional management of the Headmaster’s telephone calls:** all calls are managed with consummate authority, diplomacy and warmth, with a view to diffusing difficult situations that might be encountered by the Headmaster and colleagues, whether from internal or external parties.
5. **Proof reading and correction of pupil reports and the input of the Headmaster’s reports: reports** will be unfailingly professionally drafted, correctly spelt and punctuated, and easy to read.
6. **Accurate and timely preparation of key annual reports for the Headmaster:** the Headmaster has all of the factual and qualitative information necessary to be able to produce accurate and inspirational reports to such key stakeholders as Trustees, prospective parents etc.
7. **Line management:** there is a keen appreciation of the importance of excellent parental service. Families and visitors are looked after promptly and efficiently and courteously.
8. **Visitor hospitality:** visitors, whether external or internal, are looked after.
9. **Data capture, office filing and administration:** both the Headmaster and his PA know where and how to access key documentation for their reference at any time; the office is neat, uncluttered and well-ordered; files are secure but accessible for inspection purposes.
10. **Events:** senior staff and colleagues are supported as required at school events.

**Qualifications, skills and experience, personal qualities required**

**Qualifications:**

* Excellent capabilities with Microsoft Word functions (essential).
* Degree (desirable)

**Skills and experience:**

* Previous significant PA or administrative experience to senior management level.
* Experience of working with children in an administrative role.
* Experience of deal with senior level stakeholders.
* High levels of technical literacy.
* Exceptional standards of written English.
* Excellent proof-reading skills.
* Experience of working in a fast-paced environment

**Personal qualities**

* Outstanding communicator.
* Ability to multi-task with absolute calm.
* Absolute integrity and loyalty to the Headmaster and his family.
* Personable, supportive and able to motivate and work productively within a team or alone.
* Unquestionable emotional intelligence in order to successfully manage the challenges of the Headmaster’s office; this requires unfailing diplomacy to all; business acumen; sensitivity to others; flexibility in approach; absolute tact and discretion.
* Unswerving good humour.

**Key relationships**

* SMT at Maidwell Hall
* All teaching staff
* Chair of Trustees
* Maidwell Hall Trustee Sub-committee
* ULT (Uppingham Leadership Team) Members
* PA to the Headmaster at Uppingham School.

**Hours**

Full-time, 35 hours per week over 34 weeks, with an additional 7 hours outside of term time, and one Saturday per term.

There is a degree of flexibility built into the hours of this role. To be discussed at interview.

Some late, and out of hours evening and weekend working will be required, which can be taken as time off in lieu outside of term time. School holidays: up to 1 day or 8 hours per week during the holidays. This can be flexible to suit the time of year.

**Salary**

* To be discussed at interview, relevant to experience and qualifications.

**Probationary period**

* 6 calendar months.

**Benefits**

* Free Westfield Healthcare
* Free staff lunches in term-time
* School fee discount for children of Maidwell staff.
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme.
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer

**Safeguarding**

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 Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, 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.

Note

This role description is not an exhaustive list of what may be expected from any teacher in the course of their work. The role description is non-contractual and may be amended by the School from time to time.