



Royal Wolverhampton School

JOB DESCRIPTION and PERSON SPECIFICATION

PERSONAL ASSISTANT TO PRINCIPAL

Section:	Administration Support	Salary Range:	Support Staff (Level 5) Dependent upon experience and qualifications
Responsible to:	Principal	Hours of work:	40 hours per week Monday-Friday 8-5 (1 hr for lunch) Term time plus 6 weeks (43 weeks)
Status of position:	Permanent (Term-time plus 6 additional weeks in school holidays)	Closing date Interviews w/c. Start Date	17 th January 2021 24 th January 2021 TBC/3-week handover period.

1. INTRODUCTION

The Royal School, Wolverhampton is an 'all-through' school from Reception to 19 years in the Sixth Form, a state boarding setting and significant enterprise division. With a history, stretching back to 1850 it blends the best of tradition with a contemporary view of education. There is a strong Foundation derived from our initial formation as an Orphanage set up by John Lees, a local philanthropist and more than 35 pupils still benefit from this part of our mission. Pupils come from the local community and the state boarding population are derived from more than 23 countries worldwide.

It is our aim to provide a first-class education to pupils from a wide background and prepare them for the challenges of the 21st Century. We place equal emphasis on academic, sporting, social and cultural development of the young person and celebrate the gifts of all, whatever that might be. Our aims are for the family-based community to be courteous, show respect for self and others, demonstrate ambition in all their endeavours and to take risks to develop their skills and aptitudes.

The school has a Primary and Senior School and is also an Elite Swimming centre for more than 20 National standard swimmers.

2. PERSON PROFILE

The role will require an experienced PA (Personal Assistant) who enjoys a varied role with significant responsibility in the smooth running of the Royal School.

3. MAIN PURPOSE OF ROLE

To manage an efficient administrative system for the principal and to facilitate and administer communication to all staff, parents, governors, and pupils. To line manage the PA to the primary headteacher and reception staff throughout the school to ensure an efficient, professional, and friendly front of house experience.

4. LEVEL OF POSITION

The Personal Assistant will be directly responsible to the principal. As the post holder's line manager, the principal will be responsible for the post holder's appraisal, training, and development.

5. DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are not exhaustive and there may be occasions when the post holder is expected to undertake other areas of work as directed by the principal.

General Responsibilities

A welcome to all guests in a friendly, professional manner is imperative, a sense of fun and understanding of young people is essential to this role.

By upholding and demonstrating the vision, values and aims of the school the role holder will display a positive ethos within the school promoting appropriate professional behaviours alongside all other staff.

Admin:

1. General secretarial duties and day to day running of the principal's office.
2. To manage and co-ordinate the principals' diary, organisation of meetings and minute taking (if required).
3. Ensure the Principal is well prepared for all meetings. Ensuring minutes of meetings are published, where required, in a timely fashion.
4. Booking meetings as necessary; liaising with other departments as required.
5. Draft communications, including emails, and reports for the principal's approval.
6. Produce and distribute Daily Bulletin to all staff.
7. Ensuring compliance and governance regulations are met.
8. Maintaining the school website with compliance, governance and Principal led documents.
9. Maintain and devise efficient and effective office systems, including data management and filing.
10. Collating information for the school calendar – progressing through from draft to printing and distribution.

11. Assisting SLT when required.
12. Ensure all communication is effective and meets school expectations.
13. To maintain school noticeboards.
14. To be responsible for and ensure that all enquiries are dealt with appropriately and confidentially.
15. Collating information for Principal's Weekly Newsletter and end of term letters for distribution to parents.
16. Production of Senior Leadership Team cover rota for holiday periods.
17. Cover Reception, where necessary.
18. Organise overseas and UK travel arrangements for the principal and others as directed by The Principal.
19. To keep up to date on relevant education and legislation changes.
20. To attend staff inset and training days.
21. To ensure all duties and responsibilities are discharged in accordance with the school's health and safety policy.
22. To follow all procedures in the school's safeguarding policy.
23. To ensure that all duties provided in accordance with the school's equal opportunities policy.
24. To act in compliance with GDPR principles and respect the privacy of personal information held by the school.
25. The post holder must comply with the principles of the Freedom of Information Act (2000) in relation to the management of school records and information.
26. The post holder must carry out their duties with full regard to the Schools Code of Conduct and school policies.

Line Management responsibilities:

27. Organisation and effective running of reception areas within Primary, Senior and Pool complex; including staff allocation and appraisal.
28. Ensure front of house arrangements meet schools' expectations.
29. Produce Admin Rota for holiday periods/staff absence.

Safer recruitment:

30. Organising DBS (Disclosure Barring Service) and safe recruiting checks for new staff plus List 99 checks and TRA.
31. Ensure SCR (Single Central Record) is maintained with DSL.

Pupil related administration:

32. Overseeing and ensuring the proper maintenance of pupil records on the pupil database – informing the relevant staff of changes.
33. Produce and distribute student reports with the school nurse i.e.
 - Allergies
 - No photograph permission
 - EpiPen
 - Asthma
34. Updating, printing, and distributing the School List as required and maintaining records of ex-pupils.
35. Dealing with queries from parents and directing them to the appropriate department.

These duties are not exhaustive and is an outline of the key tasks and responsibilities of the post.

Please complete and return your application to icallaway@theroyal.school



Royal Wolverhampton School

Person Specification

A = Application form, D = Documents, I = Interview, T = Test / Exercise

Description	Essential	Desirable	Method Used
QUALIFICATIONS			
Educated to Degree level or equivalent		<input type="checkbox"/>	A / D
IT Qualification; ECDL, NVQ or equivalent	<input type="checkbox"/>		A / D

WORK EXPERIENCE			
Work experience in a demanding PA/Secretarial role	<input type="checkbox"/>		A/D/I
Excellent time management skills and the ability to work as part of a team or undertake work on an individual basis	<input type="checkbox"/>		A/I
Able to prioritise well and use own initiative	<input type="checkbox"/>		A/I
High levels of accuracy in all tasks	<input type="checkbox"/>		A/I/T
Excellent interpersonal skills for dealing with parents and colleagues.	<input type="checkbox"/>		A/I
SPECIALIST KNOWLEGDE			
Experience gained in a similar working environment	<input type="checkbox"/>		A/I
Excellent IT skills including Microsoft Office.	<input type="checkbox"/>		A/D/I/T
PERSONAL ATTRIBUTES			
Excellent communication skills both verbal and written	<input type="checkbox"/>		A/I/T
Have a flexible approach to work and be adaptable	<input type="checkbox"/>		A/I
Positive attitude to work	<input type="checkbox"/>		A/I
Ability to work in a highly confidential manner	<input type="checkbox"/>		A/I
Ability to take extreme pride in all tasks undertaken	<input type="checkbox"/>		A/I