



Personal Assistant to Head and Senior Deputy Head

Role Responsibilities:

- To manage the diaries of the Head and Senior Deputy Head and arrange appointments.
- Where required to receive the SLT's post, telephone calls and incoming emails, filtering and drafting replies where appropriate.
- To type documents, including highly confidential material, for the SLT, to include audio typing, word processing and mail merges.
- Secretarial support to Vicegerent:
 - Attending weekly AH meetings, note taking
 - Central log record (detention, car consent forms, school photographs (individual / whole school), House staff list, teaching staff handbook updates and printing for new staff.
 - Calendar, Term dates, School trips list, staff lists, staff who does what, Pupil responsibilities, Activity Fair, collating and ordering prize winners books, Care Inspectorate visits, wellbeing forms
 - Email and electronic calendar assistance, scheduling meetings for AH
- To log and oversee all Complaints Reporting and Governance
- To handle all aspects of the typing, proofing and uploading of the Headmaster's end of term reports.
- To produce agendas and action logs for the Senior Management Team, Senior Leadership Team Meetings and Senior Finance Team Meeting
- To ensure actions relating to the SLT from meetings are scheduled and followed up.
- To collate and draft material for Governors' meetings
- To provide administrative support for special events such as our annual Speech Day ceremony.
- To coordinate invitations issued to the SLT
- To receive invites and diarise events such as HMC Annual Conference, SCIS Annual Conference, BSA Annual Conference, Lorettonian Society Events
- To order the U6 books for all leaving pupils and Head of School Gifts
- To take notes at confidential meetings as appropriate and type up minutes as required.
- To oversee communication between feeder schools and the Headmaster with regard to admissions to Loretto
- To assist the Headmaster's wife in aspects of administration around the co-ordination of Headmaster's entertaining at the Headmaster's House, at the School and elsewhere.
- Cover on parcels and mail in the absence of the Office Administrator
- Registration cover in Receptionist absence
- Other miscellaneous administrative duties on a day-to-day basis, as required, which

may include covering for other members of the Administration Team

Communication

- To receive visitors to the SLT members with warmth and hospitality.
- To provide administrative support for the SLT communications with parents, prospective parents (in liaison with the Head of Admissions), staff and pupils.
- To provide entertainment, management and administrative support for the SLT in interfacing with Governors, visitors, colleagues and pupils.
- To liaise with the Headmasters' PAs of other schools.

Organisation

- To organise travel and other arrangements for the SLT as required.
- To undertake specific projects from time to time as requested by the SLT.

Health and Safety Responsibilities

All employees will ensure that they:

- Take care of their own safety and that of others, particular those in their charge whilst off school premises.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

Other Duties

- To undertake additional duties as required throughout the School, commensurate with the level of the job.
- All staff are expected to contribute to the wider life of a full boarding school such as occasional evening social events and other such activities from time to time.
- The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to, and ensure compliance with, the School's Child Protection Policy at all times. If, in the course of 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 he/she must report any concerns to the Child Protection Coordinator.

General Duties and Responsibilities

To comply with all legislative requirements and school policies including, but not limited to, Child Protection, Health & Safety and confidentiality.

Key Working Relationships

The post holder would be expected to maintain positive relationships across the Loretto community, partners and stakeholders. Key working relationship include:

1. Loretto Staff, across all Academic and Support Departments
2. External Partners and Stakeholders
3. The Senior Leadership Team, Senior Management Team and Governors
4. Parents and Guardians

This job description includes general statements of the duties associated with this role, but these are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time. This job description is non-contractual.