



George Heriot's School

Founded 1628

Job Description

Job Title: PA to the Head of Junior School
Responsible to: Head of Junior School
Hours of Work: 37 hours per week, Monday to Friday. Full-Time; Permanent

Summary

The PA to the Head of Junior School acts as a 'gatekeeper' for the Head of Junior School (HOJS) whilst also providing administrative and organisational support to both the HOJS and other members of the Junior School Leadership Team (JSLT). The PA will manage the HOJS's time and handle all external communications. It is a role that requires diplomacy, discretion, and the ability to manage a complex and demanding workload; whilst remaining totally confidential in dealings with a wide range of stakeholders.

Key Duties and Responsibilities

The main duties of the position include, but are not limited to:

1. Acting as a gatekeeper to the HOJS by managing:

- Visitors and meetings (both internal and external)
- Telephone calls (screening incoming calls and scheduling necessary external calls)
- Correspondence, both physical and electronic; writing and proofing letters with a high level of clarity and accuracy

2. Documents and Data

- Managing and filing HOJS documents (both physical and electronic)
- Liaising with appropriate colleagues to source and provide the HOJS with appropriately formatted and reliable data

3. Diary

- Scheduling regular and ad hoc meetings as required by the HOJS
- Populating the HOJS diary with relevant events from the Junior School and Whole School Calendars

4. Routines and schedules

- Prompting and co-ordinating regular meetings
- Prompting and managing the production and circulation of regular internal and external letters and memos (both physical and electronic)

5. Assisting Head of Junior School with:

- Junior School Prizegiving:
 - Liaising with class teachers and other parties in producing the Prize List
 - Producing Prizegiving documentation
 - Sourcing and, where appropriate, distributing prizes
 - Communication- letters and memos
 - Create the programme
 - Invite guests and manage access requirements
 - Organise flowers
- Open Morning
- JS Usher Hall Concert
- Admin for JS Christmas and Easter Service
- The Visitor parking system e.g. keeping parking lists up-to-date and issuing parking permits
- Undertaking such other professional duties as the Head of Junior School might reasonably delegate

6. Providing general administrative support for JSLT

- Set up and manage the JS club system, in conjunction with the Depute: Lower Primary
- Drafting letters in respect of absence requests, attendance concerns and late attendance
- Drafting letters in respect of JS events
- Managing the booking system for parent/teacher meetings
- Assisting with collation of Junior School Profiles and Reports
- Organising the order of GL assessment papers and downloads of reports
- Booking JS events (e.g. Assemblies, JS Information Evenings, JS conference, staff parties)
- Collating survey responses from Junior School Colleagues (e.g. Co-curricular Audit)
- Arranging GIRFEC meetings and minuting when required
- Taking minutes at JSLT meetings, at ALT meetings, Curriculum meetings, JS Pupil Council and at other meetings - as agreed.
- Create daily bulletin for the JS
- Keep staff absence register and payment sheets updated
- Organise cover for absent staff and send payment list to finance
- Update information booklets
- Review the Parent Portal and update where required
- Admin for pupil leavers
- Assist with proofreading and sense-checking complex documents
- Set up breakfast club

7. Assisting in the School Office as and when required, in particular Reception cover

Skills and Attributes:

- A clear understanding of and commitment to the Heriot's Aims and Values
- Previous experience of providing administrative support to a professional team in a highly confidential environment

- Previous experience of working in a similar role within Education would be advantageous but is not essential.
- Excellent administrative skills – in particular Minute Taking
- Fully conversant in MS Office suite
- Previous experience of using in house database systems.
- Excellent communication and interpersonal skills with the ability to communicate effectively with people of all backgrounds, including Senior Managers, Parents, External Advisors and children.
- Trustworthy and professional in approach to work with a proven ability to maintain confidentiality at all times and to handle sensitive data with care and attention
- Highly organised with excellent attention to detail and a proven ability to meet deadlines consistently
- Enthusiasm, resilience and warmth

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.