



Personal Assistant to Head Job Description

St Margaret's School for Girls is seeking to appoint a PA to the Head upon the retirement of the current PA after 17 years in post. This is a key role within the school and the successful applicant will have extensive administrative and secretarial experience at a senior level.

Background to the school

Founded in 1846, St Margaret's School for Girls, the only girls' school in Aberdeen, caters for up to 400 pupils ranging in age from 3 to 18. Adapting to the needs of successive generations, our special blend of innovation, challenge and support equips girls with the ambition and skills to thrive at university and beyond. Our school is large enough to offer flexibility and choice in terms of the curriculum and extra-curricular activities, but small enough to ensure that each girl is well known within a friendly and family atmosphere. St Margaret's staff are experts in teaching girls and are committed to supporting each girl both inside and outside the classroom.

The position

The PA to the Head is responsible for acting as the first line of contact for the Head, her diary management, the maintenance of administrative systems and filing and for a wide range of secretarial and administrative duties. The incumbent of this position comes in to contact with a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Head.

Principal responsibilities:

- To act as the first line of contact within the school for governors, staff, parents, pupils and others seeking contact with the Head, using discretion and tact to ensure telephone callers and visitors receive a professional response and are dealt with by the appropriate person.
- To generate an environment of efficiency and provide a warm welcome at all times.
- To liaise with members of the academic and support staff as appropriate.
- To organise the day-to-day time management of the Head.
- To book training courses, conferences and meetings for the Head and make any necessary travel arrangements.
- To show absolute confidentiality and discretion at all times.
- To welcome and provide care for the Head's visitors, including the provision of refreshments.
- To assemble and prepare papers required by the Head to attend meetings; prepare reports and reply to requests for information.
- To attend and take minutes at staff meetings and any other meetings required by the Head.
- To assist the Head in maintaining a smooth running and efficient Head's office by dealing with all administrative functions and anticipating and scheduling regular events and meetings.

- To assist the school office as necessary.
- To organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimal direct supervision from the Head.
- To cover routine events or emergencies with equilibrium, confidence and style.

Person specification:

- Professional manner and appearance.
- This job is suited to someone who would thrive in a busy, fast-paced environment.
- Proven track record of successful support to a senior manager.
- Good organisational skills with strong attention to detail and accuracy.
- Ability to manage multiple tasks and deadlines.
- Ability to respond positively, with tact, sensitivity and awareness to enquiries from parents and staff and pupils.
- Good literacy skills to prepare correspondence and reports and maintain records to a high standard.
- Good telephone manner in dealing with a range of callers.
- Flexibility to work occasionally early or late as necessary (in such circumstances, time off in lieu would be taken during the school holidays).
- Excellent MS Office and Outlook skills and willingness to learn how to use the school's data management system to its maximum effect.
- IT literate with a typing speed of 50+ wpm.
- An appreciation of the all-girls ethos, traditions and history of this independent school.

Working hours and start date

Working hours: Monday – Friday, 8am-4:30pm with 1 hour unpaid lunch break. 25 days holiday plus statutory holiday days.

Start date: Wednesday 26th July 2017

Salary and Benefits

The salary for this position will range from £21,580 to £25,116 and will be dependent on the qualifications and experience of the successful applicant. The successful applicant will be automatically enrolled into the school's support staff pension scheme, but will have the right to opt out. Daughters of staff who attend the school will be eligible for a 40% remission on school fees. St Margaret's has an Employee Assistance Programme which offers free and confidential advice on both work and personal issues.

Closing date: Thursday 8th June 2017; interviews week beginning 12th June 2017.

Application

Please send your letter of application addressed to Miss Tomlinson, the Head, along with your current C.V. and a completed application form to the Bursar, Mr Anthony Mountain, at St Margaret's School for Girls, 15-17 Albyn Place, Aberdeen, AB10 1RU or email recruitment@st-margaret.aberdeen.sch.uk

Applicants who are shortlisted for interview will be asked to complete a written exercise and a telephone exercise as part of the interview process.