

Job Description	
Job Title:	Head's PA & Office Manager
Department :	Day School
Reports to:	Headteacher
Working Pattern:	Full Time
Hours:	Between the hours of 8am – 5.00pm
Salary:	£28000-£32000

Context
<p>The Arts Educational Schools have their origin in schools founded in 1919 by Grace Cone and in 1922 by Olive Ripman. The Cone and Ripman schools were pioneers in providing suitably talented children with a general academic education in conjunction with specialised training in dance, drama, music and art, preparing young men and women for professional careers in or connected with the theatre. In 1939 the two schools amalgamated to become the Cone Ripman School. Today Arts Educational Schools London continues to support a world-renowned co-educational independent vocational school for pupils aged 11–18 years as well as a professional conservatoire with two main divisions offering BA and MA degrees in Acting and BA and MA degrees in Musical Theatre.</p> <p>We are committed to fully developing the academic, vocational and personal potential of our pupils and we strive to ensure that our curriculum is modelled on current best practice. Our pupils and staff relish challenges and work tirelessly to achieve the very highest standards. Small class sizes and a staff of well-qualified, specialist teachers and practitioners underpin the excellent approach to the process of learning at all stages.</p> <p>The day school has a long history of success – with its pupils going on to study at LAMDA, ArtsEd, Rambert, RADA, The Royal Academy of Music, The National Film and Television School, NYU and other prestigious institutions. The Arts Educational Schools London is not a 'stage school'; it has always prided itself on producing a first class education in which the performing arts play a central role. Our emphasis is on teaching the whole person, not merely the fostering of professional talent.</p>

Purpose of the Role
<p>The PA to the Headteacher & Office Manager is responsible for acting as the first line of contact for the Headteacher, his diary management, the maintenance of administrative systems, and for general secretarial and administrative duties. Key to</p>

the smooth running of the School, the role also involves management of the Administrative Assistant

The incumbent of this position comes into 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 Headteacher. The role is permanent and full-time.

Principal Accountabilities

- To be the first point of contact for pupils, parents, staff and other visitors to the school office, using discretion and tact to ensure all receive a professional response
- To respond tactfully and professionally, and within a reasonable time scale to all office enquiries either in person, or by phone or e-mail
- To liaise with members of the academic and support staff as appropriate, generating an environment of organisation and efficiency.
- To create and maintain pupils' files and input data used for creating timetables for staff and pupils
- To assist the Headteacher in maintaining a smooth and efficient Office by dealing with all administrative functions, anticipating and scheduling regular events and meetings, and attending events as required.
- Assisting in co-ordinating the arrangements for School events, including sending out invitations and collation of replies.
- Organise staff cover / room changes as required
- Assisting the Office Assistant with morning registers and managing 'missing' students
- Advising CME Hounslow of starters and leavers
- Managing both the Head's and the Deputy Head's (who is also the DSL) diaries on Outlook: adding annual events, avoiding clashes and ensuring awareness of daily commitments
- Dealing with staff purchase orders
- Organising and distributing termly calendar and liaising with staff on important events e.g. exams, shows, trips to ensure effective coordination
- Taking minute of meetings as required
- Typing and sending parental letters on behalf of Headteacher and SLT
- Supporting the Headteacher and teaching staff in the Recruitment process, particularly on interview days and liaising with the HR Manager in this process
- Liaising with the Schools Level 1 User (currently HR Manager) in relation to Tier 4 Sponsorship requirements
- Recording staff absences and providing a weekly update to HR
- Liaising with HR in relation to visiting staff e.g. agency staff, visiting professionals to ensure the correct paperwork is completed in line with all safeguarding requirements
- Liaising with the Head Chef for additional catering requirements and allergies
- Administering First Aid and monitoring medication held in school
- Organising annual vaccination process and coordinating students on

vaccination days

- Notifying facilities, accounts and IT of leavers and joiners (Pupils)
- Completing the annual census on DfES and ISA websites
- Monitoring S2S (School to School) notifications on the DFES website and taking appropriate action

Accounts

- Reconciling Day School Credit Card and managing Petty Cash
- Maintaining spreadsheet of departmental cost and expenditure
- Processing incoming invoices, completing payment vouchers and distributing to accounts
- Notifying accounts department of any discrepancies and pupil disbursements

Person Specification

Essential Skills

- Experience of having successfully supported a senior manager
- Excellent telephone manner
- Good level of general education, demonstrating a high standard of literacy skills to prepare correspondence/reports and maintain records. Accuracy and attention to detail is essential.
- Excellent IT skills in Word, PowerPoint and Excel
- Experience of using a pupil database, ideally Schoolbase (or ability to learn)
- First Aid Qualified or willing to undertake a Full First Aid Qualification (3 Day course)
- Flexibility to work occasionally earlier or later with time off in lieu granted during school holidays
- High level of discretion and integrity
- Knowledge of school safeguarding requirements
- Good people management skills with ability to delegate effectively
- Ability to work on own initiative
- Excellent organisation and planning skills
- Ability to approach confidential matters discretely, sensitively and diplomatically
- Ability to liaise confidently with senior management, staff, parents and the wider community
- Friendly, enthusiastic, and approachable

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to all ArtsEd policies, procedures and the Staff Handbook
- The post holder must accept responsibility for ensuring that Health and Safety policies and guidance in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically

and by other means in line with the Data Protection Act and GDPR guidance.

- The above list is not exhaustive, all staff are expected to carry out any reasonable duty within their capability as fits the needs of the school and the scope of post.
- Job descriptions are updated annually as part of the appraisal process.
- All staff are expected to undertake training to maintain their professional development and professional skills, as may suit the changing needs of the post and the school's requirements.

To apply, please email a fully completed application form, your CV and a supporting statement to cjarman@artsed.co.uk

Your supporting statement should be on no more than two sides of A4 and clearly outline your suitability for the post, with reference to the job description and person specification, and with clear examples of how you meet the criteria as appropriate.

Interviews will be held on Thursday 6th June and will include an interview with the Headteacher, the Deputy Head and the Head of HR; the interview will also include a practical in-tray task and a tour of the school.

Only shortlisted candidates will be contacted.

Please contact Cheryl Jarman, Head of HR on 0208 9876697 should you have any questions.