



Wychwood School
OXFORD

JOB DESCRIPTION

Head's Personal Assistant

Nature of the post: Wychwood is an independent school for girls aged 11-18. There are 120 pupils of whom around a third are boarders. There are around 50 staff, the majority of whom are teachers: there is a small office support team. The heads personal assistant should be extremely well organised personally, have an excellent knowledge of English language and grammar, be highly computer literate, especially in MS Word and Excel.

Responsible to: The Head

Context

Wychwood is a small, academically strong and pastorally outstanding day and boarding school for girls in the centre of North Oxford. Girls take GCSE, IGSCE, AS and A2 Levels, and the EPQ qualifications.

The role requires exceptional communication, interpersonal and organisational skills, empathy, sympathy, flexibility, attention to detail, an understanding of confidentiality and Data Protection requirements and a co-operative and supportive attitude to colleagues.

Person Specification:

Essential Skills

- Experience of working in a busy admin/secretarial position at a senior level with sound experience in customer, procurement and project support services supporting a multi-discipline office/school environment.
- Good knowledge of Microsoft packages. Advanced level Word (including mail merge), Outlook, Excel and PowerPoint.
- Ability to take accurate minutes. Highly organised, efficient and accurate with excellent communication skills.
- Commitment to maintain confidentiality.
- Professional manner and able to relate well to staff, students and visitor.

Desirable Skills

- Experience using MIS systems such as ISAMS.
- Experience of providing dedicated secretarial/admin support to staff working at a senior level in an organisation.
- Understanding of Independent Schools and the role of Governors and Directors.
- Understanding of organisational structure of a school.
- Understanding of Head's role (internal and external), school policies and procedures.

Personal Qualities required:

The Head's personal assistant will be expected to be

- a good team player
- have a good work ethic
- be respectful of and to acknowledge the Christian ethos and heritage of the school

- be committed to the academic and pastoral ethos of the school
- be committed to upholding all Health and Safety regulations in force.

Professional Responsibilities:

The Head's personal assistant will be responsible for the following:

- Provide a high-quality executive, personal and confidential administrative support service for the Head and to SLT members to maximise the effective and efficient use of their time.
- Organise meetings and other school events involving the Head, attend, take accurate notes and draft minutes as required.
- Act as first point of contact and, in the absence of the Head, exercise a high degree of initiative, integrity and sensitivity, making appropriate judgements and decisions in order to deal effectively with matters as they arise, particularly matters of a personal or political nature.
- Provide a professional advice and administration service to the Head on policies, practices, and procedures in relation to the admissions process and exclusions process.
- Ensure the Head is well briefed and able to make efficient and effective response to all enquiries, requests, or information and in meetings.
- Produce documents accurately and to deadlines, including correspondence in the form of letters, e-mails and reports using ICT systems, Microsoft packages (Word, PowerPoint, Excel, Outlook etc).
- Develop and maintain electronic filing systems to provide efficient and readily accessible sources of information.
- Formulate and maintain school policies and develop and organise a system for annual review and approval of all policies.
- Respond to enquiries both by telephone and in person from a wide range of contacts, assessing their priority and importance and decide an appropriate course of action to avoid any unnecessary disruption to the Head.
- Read and action all email correspondence addressed to the Head and deal.
- Deal with complaints as required.
- Support the school's admissions and marketing activities to enable effective communication within the school and the local community including the Friends of Wychwood Association and Wychwood Association.
- Help organise and promote school events for current parents (including but not limited to Welcome to Wychwood evening, WD lectures, Celebration Day and Carol Service).
- Assist other departments where marketing is involved (including school plays, sports day, music recitals).
- Assist in producing relevant literature for all events (including promotional material and programmes).
- Support the update of information and content on behalf of the Head to the various communication channels including the school website.
- To be able to manage time well so that pressure points for staff and pupils such as report writing, or examinations are managed effectively.

NOTE: Notwithstanding the detail in this job description, in accordance with the School's Code of Conduct the job holder will undertake such work as may be determined by the Head/Directors /Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

It is the duty of independent schools and in particular boarding schools to promote and safeguard the welfare of children in their care. Wychwood School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). At Wychwood we are aware that pupils may suffer physical, sexual, domestic, emotional or other forms of abuse either at

home or away from the school, or within school itself. There are clearly laid down and recognised policies and procedures for dealing with abuse which are available to see on request. The school follows the DfE statutory guidance given in the latest version of Keeping Children Safe in Education.