# 1 JOB DETAILS

 Job Title:

 Contract:

 Salary:

Headmaster’s PA (HMPA)

Full-time: 8.30 am – 4.30 pm Permanent contract from 1st April 2025

from £43,000 - £47,000 per annum

# 2 JOB PURPOSE

The purpose of the Headmaster's PA role is to support the Headmaster in the implementation of both the strategic and operational plans of the school. The post involves a strong working relationship with staff, parents, pupils, governors and a wide variety of external organisations.

# 3 DIMENSIONS

On a day-to-day basis, the HMPA provides efficient and effective administrative support to the Headmaster, is the first port of call for matters pertaining to the Headmaster’s Office, and provides speciﬁc support for certain key events, tasks and processes.

The HMPA is line-managed by the Headmaster.

# 4 RESPONSIBILITIES

Communications

* Responding to Emails, Phone calls and Post
* Preparing and sending Headmaster’s communications
* Liaison with particular departments such as Admissions and Development Office
* Correspond with the North London Consortium re Admissions Arrangements
* Liaise as appropriate with the press, journalists and media

Diary management

* Arrangement of the regular meetings with Foundation Cabinet, Senior Leadership Team, individual members of the senior executive
* Ad hoc meetings with pupils, staff, governors, parents and prospective parents
* Meetings with external agencies
* Staff recruitment
* Junior Branch and Pre Prep
* Council and Committee
* Public Exam Results Days meetings
* Exam Reviews with Heads of Department and Deme Wardens
* Parents’ Forum
* Headmaster Teaching and Mock Interviews
* Cross-referencing School Calendar with Headmaster’s Diary

 Scheduling

* Arrangements for off-site Headmaster business such as conferences, Eton Group and LIDS meetings, school visits
* Maintain Eton Group and LIDS group lists and meeting logistics
* Maintain Gower Room booking diary
* Liaise with HR over staff recruitment interviews, schedules, meet & greet of candidates, and confirmation of candidates’ paperwork

 Catering

* Arrange lunches for Entry and Transitus Years, and breakfasts for Remove Year
* Hospitality for Headmaster’s Visitors
* Ongoing weekly catering for Headmaster’s Office
* Assist Heads of Departments with special lunches and events
* Results Days’ meetings and catering
* Arrange Group Achievement Award nominations and dinners

Administration

* Prepare HM “Speeches and Documents” list each term
* Preparation of Council papers
* Westminster Academy and London Academy governance admin work
* Pupil Birthday invitations and Birthday Cards
* Setting up and maintaining potential Leavers List
* Maintaining Pupil filing system
* Prepare New Staff Review meetings and letters
* Ordering of Monitor badges and lists
* Refresh HM notice board
* Upload UCAS references
* Liaise with the Newsagents
* Liaise with the Florist
* Purchase and source gifts from time to time
* Prepare draft briefing notes for the weekly Staff briefing meeting
* Maintain Christmas Card list
* Northcott and UCS Travel Scholarships administration
* Maintaining Credit Card statement and HM budget
* Other reasonable admin tasks as directed by the HM, including assistance with the COO Office and wider school secretariat

**5 PROFESSIONAL REQUIREMENTS FOR THE POSITION**

* A high level of discretion and integrity, including an ability to maintain confidentiality as required
* Excellent communication and interpersonal skills
* A professional, calm and empathetic approach to pupils, parents and staff
* A high level of personal organisation and flexibility, including willingness to work some hours outside of the usual routine
* A willingness to take the initiative
* Successful experience in a secretarial or administrative post, ideally in an educational setting
* Strong working knowledge of key IT software, including word processing, spread-sheets and presentations
* A team player, able to work constructively with others and to develop positive working relationships with a range of colleagues