



## Job Description – PA to the Headmaster

### Monmouth School for Boys

The job description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to the Haberdashers' Monmouth Schools. Your job description should be reviewed every two years as part of the appraisal process.

**Working hours:** 37½ hours per week, Monday to Friday 8.30am to 5pm  
Saturdays where required, for example three Open Mornings, Speech Day

**Responsible to:** The Headmaster, in his absence, the Foundation Bursar

#### **Summary of the role:**

To act as the Personal Assistant and Secretary to the Headmaster, supporting him in all aspects of his role. The Headmaster's PA is responsible for dealing with administration of pupils once they have joined the school.

#### **Main duties and responsibilities**

1. To manage the Headmaster's diary, prioritising and planning ahead to ensure effective use of the Headmaster's time
2. To be responsible for facilitating the prompt and effective management of all correspondence to and from the Headmaster, ensuring all filing and documenting takes place.
3. To liaise with parents in person and on the telephone
4. To produce academic references for boys currently in the school liaising with tutors and for former pupils (Old Monmothians).
5. Respond to requests for absences liaising with the Headmaster
6. To assist the Headmaster with any disciplinary matters
7. To assist the Headmaster in producing termly Governors reports
8. To attend SLT meetings on rotation, Common Room briefings, Housemasters' meetings and produce Minutes
9. To attend termly Calendar Planning meetings
10. Responsible for data for invitations to major school events, such as Speech Day, Service of Lessons & Carols, concerts and any other events, and to produce invitations
11. Assist with the organisation of Speech Day and the Carol Service by producing seating plans, prize winners list and other administrative tasks.
12. Responsible for maintaining the Monmouth Group Schedule and deal with annual administration with the schools (ongoing throughout the year)
13. Update entries in various publications
14. Responsible for communications with parents via School Post as needed throughout the term
15. To organise domestic and overseas travel for the Headmaster as required
16. Assisting the Senior Deputy Head Pastoral with administration tasks, including the sending of Safeguarding letters, as required
17. Carry out such general administration as specified by the Headmaster or Bursar



## Person Specification PA to the Headmaster

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• Minimum Maths &amp; English at GCSE, Grade B or equivalent</li><li>• RSA Typing or Word Processing qualification</li></ul>	<ul style="list-style-type: none"><li>• ECDL or other computer qualification</li></ul>
<b>Experience</b>	
	<ul style="list-style-type: none"><li>• Recent administrative work</li><li>• High personal and professional standards</li></ul>
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Proficient in the use of Microsoft Word &amp; Excel</li><li>• Ability to demonstrate excellent communication skills both orally and written</li><li>• Ability to work independently</li><li>• Ability to work accurately with attention to detail and to tight timescales</li><li>• Ability to deal with difficult/sensitive situations in a calm and sensitive manner</li><li>• Ability to establish good working relationships at all levels</li></ul>	<ul style="list-style-type: none"><li>• Well-developed ICT skills</li></ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Takes pride in their work</li><li>• Willingness to work flexibly</li><li>• Able to maintain confidentiality when required</li></ul>	