



KIRKHAM GRAMMAR SCHOOL

HEAD'S PERSONAL ASSISTANT

CONTRACT TYPE: PERMANENT, FULL TIME

BACKGROUND

The Headmaster is responsible for running the school, assisted by his Senior Leadership Team, including a Bursar who has responsibility for the financial matters pertaining to the Foundation as well as the grounds.

There are close links with the Junior, Infant and Pre-School, situated across the road. The Governing Body and Bursarial Department are common to both schools.

THE POST

This is a full-time post with responsibility to the Head. The postholder will be chiefly required to give full secretarial support to the Head and Senior Staff, dealing with correspondence of a strictly confidential nature, whilst also being in charge of a busy school administration team.

The ideal applicant for this diverse role must possess good time management and organisational skills, with the ability to work to deadlines under pressure and prioritise multiple issues whilst remaining calm. A minimum of five good grades at GCSE, including Maths and English are required, together with proficient typing and word-processing skills, and a working knowledge of Microsoft Office packages. Although shorthand is desirable, it is not essential; however, the postholder will be required to take and transcribe minutes of high profile meetings, therefore confidentiality is essential.

The postholder will be instrumental in assisting the Head to communicate with parents, prospective parents, visitors and staff and to co-ordinate action and information to ensure the smooth running of the school. The post requires a close working relationship with the Head which demands loyalty, integrity, tact, diplomacy and discretion of judgement. It is essential, therefore, that the postholder has excellent interpersonal skills and qualities in order to communicate effectively at all levels to convey and promote the correct image of

Head: Mr Tallan Gill MA

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the school. The postholder may also be called upon to perform any other duties which are deemed to be reasonable and necessary for the well-being of the school

RESPONSIBILITIES

The following list covers the main elements of the Head's PA role:

- To provide comprehensive support to the Headmaster, including keeping close and tight maintenance of the diary.
- Manage, co-ordinate and oversee the work of an administration team consisting of 4 members of the team (all part-time).
- To undertake appraisals of the Secretariat and Receptionists.
- To provide administrative support to the Senior Leadership Team and Kirkham Leadership Team.
- Undertaking typing and clerical tasks, many of which involve matters of a highly confidential nature.
- Be able to delegate, organise and manage work, particularly at a high pressure level.
- To ensure tasks are carried out by the best possible method, eg email, databases, spreadsheets, mail merge.
- Clerking and transcription of all high profile meetings, eg weekly SLT/KLT meetings.
- Keeping a close and tight maintenance of the filing system.
- Computing skills – input and extraction of data, spreadsheets, databases, etc.
- Being involved in the organisation and administration of annual events, Annual Prize Giving and Speech Day; Founders' Day Commemoration Service; Festival of Nine Carols.
- Undertaking ad-hoc projects at the request and direction of the Head.

This is not an exhaustive list of duties, but should be viewed as an outline of the role which requires close liaison with the Head's Admission Manager. There are a number of duties where such liaison is required:

- To ensure the admissions section of the school's website is up to date.
- Completion of on-roll and off-roll documentation in line with Local Education Authority requirements.
- To circulate starters and leavers information as required.
- To prepare information packs as appropriate for Open Events (this may be in conjunction with School Secretaries).

- To ensure the school's database (iSAMS) and school complement is kept up to date.
- To prepare and send invitations for New Parents' Evening.
- To be present on GCSE results day in order to confirm external offers for Sixth Form entry.
- To support the successful organisation and running of Open Events throughout the year, attending as appropriate for recruitment purposes.

HOURS OF WORK:

The designated hours will be Monday to Friday 8.30 am – 5.00 pm, but may vary according to events taking place and the appointee should be prepared to be flexible.

HOLIDAYS:

5 weeks' holiday plus Bank Holidays.

SALARY:

Expectations of move and current salary taken into account. Competitive.

PENSION:

Stakeholder Contributory Pension Scheme, if required.

APPLICATION:

Please send completed application forms to:

Mrs A Roberts
HR Manager
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2NY

Alternatively email a.roberts@kirkhamgrammar.co.uk

Closing date: Noon, 02 December 2024

Interviews: To take place the following week

The post is ultimately subject to completion of the school's own application form, two satisfactory references, DBS clearance and verification of qualifications.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people.

