



PA TO PRINCIPAL Job Description

Title of Post: PA to Principal

Relationships: The post holder is responsible to the Principal in all matters

Fundamental Task: To provide a comprehensive, confidential and professional support service to the Principal in all aspects concerned with the efficient and successful operation of their office and work / life balance. Assist the Principal in every aspect relating to the clerical, administrative, and organisational aspects of his/her role, and to receive guests and visitors to the Principal's offices.

Responsibilities

Administration:

- Extensive diary management - daily management of scheduling and rescheduling appointments, communicating to attendees, flexible approach to changing schedules, ensuring appointments are met and room bookings, refreshments booked.
- Attend relevant meetings, taking notes as requested and sending those out to attendees.
- To receive the Principal's post, telephone calls and incoming emails, filtering and drafting replies where appropriate;
- To type documents, including highly confidential material, for the Principal, to include audio-typing, word processing, and mail-merges;
- Prepare and edit correspondence, communications, presentations and other support materials for the Principal
- To handle all aspects of the typing, proofing and uploading of the Principal's end of term reports;
- To provide all the necessary administrative support for all teaching staff job applications for posts at Monkton Senior School, liaising with the Human Resources Manager as necessary, and to be the point of reference for applicants during their visit;
- To provide administrative support for special events such as Prizegiving and the Knight Lecture;
- Attend events to assist the Principal through introductions to key guests, managing the running order, troubleshooting when things go wrong, providing speech notes and event related material, organising transport, tickets and compiling key documents in advance.
- To assist in the collation of raw material for, and the production of, references for pupils and/or members of staff;
- To take notes at confidential meetings such as a staff disciplinary hearings, if necessary. See above
- Undertaking and successfully delivering project work on behalf of the Principal.

Communication:

- To receive visitors to the Principal's Office with warmth and hospitality;
- To provide administrative support for the Principal's communications with parents, prospective parents, staff, pupils, old Monktonians, donors and other stakeholders;
- To provide entertaining, management, and administrative support for the Principal in interfacing with Governors, visitors, colleagues and pupils.

Organisation:

- To organise travel for the Principal, as required;
- To undertake specific projects as requested from time to time (eg administrative support for the Principal's appraisal etc).

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed.

**PA TO PRINCIPAL
Person Specification**

	Essential	Desirable
Qualifications	Good basic education to at least GCSE level in literacy and numeracy or equivalent	Formal secretarial training RSA or similar typing/word processing qualifications
Experience	Proven experience working as a PA or Assistant at Executive level within a busy and evolving organisation	Experience and expertise in supporting and being a team member in a school or relevant environment
Knowledge And Understanding	Equal Opportunities, Health and Safety and Child Protection Office Management systems and procedures	Working in an educational setting
Skills	Highly proficient in MS Office Experience and proficient in Google docs Confident and assertive whilst maintaining confidentiality and discretion as appropriate Accuracy and attention to detail Has the ability to communicate effectively with a wide range of stakeholders including pupils, parents, staff, governors and 3rd party stakeholders Strong written and verbal communication skills Able to maintain and organise records appropriately Excellent organisational skill and ability to effectively prioritise time and work of self and where required the Principal	

Personal Attributes	<p>Able to work unsupervised and use initiative to be proactive in their approach</p> <p>Respectful of confidentiality and a professional, tactful approach</p> <p>Excellent attention to detail</p> <p>Sympathy with School's Christian ethos</p> <p>Understand and engage with the school's Vision, Mission and Values through their everyday activities</p>	
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PA TO PRINCIPAL Terms and Conditions

Salary	The actual salary will be £27,545.65 per annum based on scale point 26 of the Support Staff Salary Scale. Salary is based on 37.5 hours per week for 52 weeks per annum (see hours of work for specific working pattern).
Hours of Work	<p>43 hours per week during term time, between 8.00am to 5.00pm Monday to Friday and 9.00am to 12pm on Saturdays with a 60 minute unpaid lunch break Monday to Friday. The differential between 37.5 hours and 43 hours per week will be taken back during school holidays in agreement with the Principal.</p> <p>Due to the nature of the school and this position a flexible approach to working hours is essential and includes working evening and weekends, most likely during term time and in keeping with the role and responsibilities of the Principal of an independent boarding school.</p> <p>However, significant flexibility during school holidays is given in return and will include taking time back in lieu, working remotely and taking holiday entitlement, all to be agreed in advance with the Principal.</p>
Lunch	Lunch will be available and may be taken at School while catering facilities are functional (normally during School terms and a few days either side) if working hours coincide with School lunchtimes.
Pension	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
Holiday	33 days including bank holidays (pro rata for part time/part year). When a Bank Holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.
Sick Pay	Membership of the School's Support Staff Sickness Scheme.
Notice	One working term's notice from either party. This position will be subject to a probation period of six months and during that time there will be a notice period of six weeks.
Retirement	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
Medical	All employees are subject to a medical report and to undergo a medical examination, if required.
Security	Monkton Combe 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 Disclosure and Barring Service.



PA TO PRINCIPAL Child Protection (Safeguarding) including EYFS

Monkton takes Child Protection very seriously. To this end, all appointments are made subject to satisfactory DBS clearance.

The interview will include questions about safeguarding children. Monkton's Safeguarding (Child Protection including EYFS) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

- 1 To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
- 2 To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
- 3 To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
- 4 To maintain links with parents and representatives of outside agencies.
- 5 To view seriously any instances of bullying and to deal with them effectively.
- 6 To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
- 7 To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Safeguarding (Child Protection including EYFS) Policy document can be found through URL: https://docs.google.com/document/d/1FZCg7yFnaQkCqR_CkmG3FgVq99YnQAgs_SvrmtOFR_Ck/edit
If you are unable to access the internet, please request a hard copy.



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Equal Opportunities Policy, including EYFS (Nov 15)

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.
4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.

5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour
 - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour

- the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
 - persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.