



PA to Head of the Prep School

The role of PA is essential in supporting the Head of the Prep School's capacity to lead and manage the Prep School. The PA is responsible for acting as the first line of contact for the Head and therefore represents the Prep School on a daily basis to an audience that includes parents, governors, other Headteachers and all staff.

Job Purpose

The school's sense of community, warmth and traditional values alongside our professional standards, are embodied by our Office Team, in which this role plays a central part. We operate a "First Teams" approach where all members of a team take shared responsibility for each others' domains and openly learn from each other.

We follow a continual cycle of improvement, being proactive in finding ways we can develop our approach and skills in order to harness the very best from all of our colleagues.

All staff are jointly responsible for achieving our aim 'to help our pupils become the best version of themselves through Virtue, Learning and Manners'.

Hours

Term Time plus 20 days during the school holidays as agreed with the Head.

Monday – Friday 7.45am–4.45pm (flexibility around core hours can be agreed)

A small number of evening events, agreed in advance.

Permanent.

Report to

The post holder will report to the Head of Prep

Contacts

Prep Local SLT, Prep Leadership Team, Head of HR and HR Team, School Secretary (Prep), Finance Director, School Governors, Admissions Manager (Prep), Marketing and Communications Officer (Prep), Receptionist (Prep), Admissions Assistant (Prep), Prep Porters, Central SLT, Headmaster's PA, Bursary's PA, Estates Team, Prep Catering Manager, all Prep teachers, teaching assistants and operational staff.

Department

Prep School Office

Key Responsibilities & Accountabilities

All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility. A proactive approach is encouraged as good ideas can come from any person in any role.

Main Responsibilities:

- To support the Head of Prep in all aspects of their duties
- To manage an efficient administrative system for the Head of Prep that places safeguarding at the highest priority
- To be a proactive member of the Prep Office Team
- To lead on certain aspects of school life

Supporting the Head of Prep

- Possess a clear understanding of the Head's priorities to ensure that key tasks are managed efficiently and effectively.
- Maintaining absolute confidentiality in all aspects of work.
- Welcoming the Head's visitors and ensuring appropriate hospitality.
- Maintenance of the Head's diary, including scheduling meetings, organising diary entries, assisting with the management of her time and keeping her informed of commitments.
- Liaising with members of the Central and Local Senior Leadership Teams and staff and pupils as appropriate.
- Attend relevant school meetings as requested by the Head, taking minutes and recording actions.
- Booking the Head onto conferences and school visits as directed. Including the coordination of travel and accommodation, alerting the Head well in advance of approaching events.
- Receiving telephone calls to the Head from parents, governors, and other external stakeholders, responding to and actioning them or directing them to other staff where appropriate, ensuring that all enquiries and messages are dealt with appropriately and confidentially. Make telephone calls as requested by the Head and follow up any resultant actions.

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- Providing a high standard of administrative support to the Head in order to assist in the smooth running of all her activities, working under their supervision but expected to exercise considerable initiative in performing delegated duties.
- Dealing with daily correspondence, including managing relevant incoming and outgoing mail and emails in a secure manner, the drafting of emails, letters, agendas and documents (including reports to governors) to the Head's specification, and proofreading.
- Ensuring the accuracy of documents requiring the Head's signature, including pupil reference requests and employee reference requests.
- Preparing with the Head, her weekly KS2 School Meeting, incorporating notices from staff and pupils.
- Liaising with the Chair of The Friends (the school's parent group) in regards to termly meetings, AGMs, attending parent events and Open Morning, fundraising and purchases for the Prep School.
- Maintaining the directory of long-standing friends and former colleagues to be invited to school events.

Efficient Administrative Systems and day-to-day operational matters

- Managing a central register of Prep school complaints.
- Managing a number of Prep School budgets.
- Overseeing the process for pupil leavers in conjunction with the admissions and finance teams.
- Ensuring the smooth delivery of events as directed by the Head e.g. Year 6 Celebration Event, Governor lunches, Governor Committee Meetings and arranging hospitality and liaising with the Prep Porters and cleaning team as needed. Checking arrangements are in place and welcoming invitees.
- Overseeing the recording of a number of key systems for the Head and Prep Local SLT, such as the SLT Thank You tracking, the SLT Learning Walk tracking and event volunteers.
- Preparing and submitting the annual DfE and Independent Schools' Census in liaison with the school's Compliance Officer.
- General administrative tasks including room bookings, IT staff and equipment bookings, Porter assistance and hospitality requests.

Prep Safeguarding Systems

- Oversee the annual Prep staff, club leaders, sports coaches and Visiting Music Teachers (VMTs), acknowledgement and understanding of safeguarding updates.
- Oversee the safeguarding processes for all visitors to the Prep, including external visitors, members of the Senior School staff and parent volunteers.
- Track the renewal dates for relevant certificates for external club leaders, sports coaches and staff on zero hours contracts.
- Maintain regular communication with staff on zero hour contracts to ensure their understanding of safeguarding procedures and priorities is current.
- Liaise regularly with the Prep safeguarding team and Head of HR on ways to continually improve our safeguarding systems.

The Prep Office Team

Each member of the Office Team has their own remit whilst proactively supporting each other's. A "roll up your sleeves" approach ensures even the busiest days run smoothly and the team is strengthened by this sense of camaraderie.

The Head's PA role identifies times where greater delegation or support of a particular remit may be required, and in liaison with the Head, coordinates the office team in that shared responsibility.

Typical daily team duties can include (although no two days are the same):

- Covering Reception to assist the Receptionist
- Welcoming prospective parents for admissions tours
- Welcoming current parents for school events
- Receiving calls and taking messages for members of the office team
- Assisting with Prep Calendar entries

To lead on certain aspects of school life

Taking a lead, in conjunction with relevant staff, on certain Prep School events. The list below is not exhaustive as the calendar of school events evolves.

- Coordinating the booking and calendaring of the summer marquee.
- Coordinating, with Heads of Year, the year group discos, including booking the DJ and managing the related charitable donations.
- Coordinating the logistics for the Year 6 Celebration, alongside the Deputy Head Staffing, Co-Curricular and Operations.
- Leading liaison with The Friends (the school parent group) on logistics and support for the annual Christmas Fayre. Also working alongside the Prep School Secretary on The Friends events for mothering and fathering sunday.

Personal Specification

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- All staff uphold and demonstrate explicitly the vision, values and aims of the school.
- Personable and proactive with a positive and enthusiastic attitude.
- Excellent oral and written communication skills, with a meticulous eye for detail.
- Strong organisational, time management and administrative skills with flexibility to adapt to changing workloads.
- Ability to deal sensitively and effectively with confidential information.
- Ability to work on own initiative while able to ask for assistance as required.
- Proficient in the use of IT. (Training provided as required).
- Ability to understand a school working environment, school priorities and wider educational context, with an interest in academic and educational affairs.
- Desire for continuous personal development.

Experience of working in a school or educational environment is desirable but not essential – a can-do attitude and a skill-set as described above are essential.

- ❖ The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.
- ❖ The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.
- ❖ The post holder must carry out their duties with full regard to the school's staff Code of Conduct and Handbook, Safeguarding Policy and all other Policies.

Safeguarding

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of the Prep School

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