

Role Profile: Heads Personal Assistant/ HR Admin (Term time plus 2 weeks)

Location: Meoncross School

Function: Administration

Reporting to: Headteacher

About the School

A child's educational journey should be as unique as they are. We pride ourselves on our holistic approach whereby every child has the individual attention they need to thrive and succeed both in and out of the classroom. At Meoncross, every child is safe to say, 'I can be the best possible ME'.

We are very proud to be a through school for children aged 2.5 - 16 years, meaning we can welcome children into our school at any point in their educational journey. This could be at a natural key stage transition point such as starting 'big school' in Reception, Juniors in Year 3, or Upper School in Year 7, or anything in between

Academic achievement is high, but so is our focus on wellbeing, as we know that happy children are high achieving children. We nurture our pupils and develop the characteristics and qualities we know they will need to build bright futures.

Role Purpose

To provide a comprehensive, confidential and proactive executive support service to the Head ensuring the smooth and efficient management of their daily activities and priorities. Acting as the Head's Personal Assistant, the postholder will manage an exceptionally busy and ever-changing schedule, coordinating diaries, correspondence, meetings, visitors and events while anticipating requirements and ensuring the Head is fully prepared for all commitments.

The postholder will provide proactive and efficient support to the Head by managing multiple email inboxes, prioritising communications and ensuring enquiries are responded to or directed appropriately in a timely and professional manner.

They will be responsible for maintaining the Single Central Register and coordinating all associated safeguarding and compliance documentation relating to visitors, volunteers, visiting speakers and third-party contractors, ensuring the school remains compliant with statutory requirements. In addition, working to support the Bursar, the postholder will provide confidential HR administrative support, assisting with recruitment administration, maintaining personnel records and supporting wider HR processes.

The successful candidate will exercise sound judgement, demonstrate exceptional organisational skills and take a proactive approach to anticipating the Head's requirements. They will develop an in-depth understanding of the Head's priorities and working style, ensuring information, documentation and arrangements are prepared in advance and that the Head is in the right place, at the right time, with everything needed to carry out their role effectively.

Key Task Areas and Responsibilities**Main Tasks**

- Manage the Head's correspondence and oversee multiple email inboxes, ensuring communications are prioritised, actioned and responded to appropriately.
- Ensure the Head is fully briefed and prepared for meetings, events and appointments, proactively anticipating requirements and managing competing priorities.
- Maintain the school's Single Central Register, ensuring it remains accurate, up to date and fully compliant with statutory safeguarding and recruitment requirements.
- Coordinate safeguarding compliance documentation for visitors, volunteers, visiting speakers and third-party contractors, ensuring all required checks and records are completed before access to the school is permitted.
- Act as the central point of contact for the Parents of Meoncross (POM) Association, supporting communications, meetings and events involving the Head.
- Coordinate and support the planning and delivery of events led by the Head, including the annual Speech Night, Head's Coffee Mornings, charity events, Open Mornings and other school events. This includes managing invitations, guest lists, bookings, logistics, hospitality, event documentation and communications, ensuring each event is professionally organised and delivered to a high standard.
- Provide admissions administration support during periods of absence, ensuring prospective families continue to receive a professional, responsive and seamless admissions experience.

Job Activities**Executive Support**

- Manage the Head's complex and ever-changing diary, scheduling appointments, meetings and events to ensure the most effective use of their time.

- Monitor the Head's diary proactively, anticipating upcoming commitments and ensuring they are fully prepared, arrive punctually and have all necessary information, documentation and resources for each meeting or event.
- Manage multiple email inboxes, including the Blenheim Connect Head's mailbox, the shared Head's PA mailbox and the postholder's own mailbox, prioritising correspondence, responding where appropriate and ensuring actions are completed promptly.
- Act as the first point of contact for communications to the Head, screening enquiries, managing requests for meetings and directing matters to the appropriate member of staff where appropriate.
- Draft, proofread and prepare correspondence, reports, presentations, speeches, meeting papers and other documentation on behalf of the Head.
- Coordinate meetings for the Head, Senior Leadership Team and other members of staff, including arranging venues, refreshments, agendas, documentation and hospitality where required.
- Ensure all papers, reports and briefing documents are prepared, quality checked and available sufficiently in advance of meetings and events.
- Maintain an effective bring-forward system, ensuring deadlines, follow-up actions and key dates are monitored and progressed.
- This includes managing invitations, guest lists, bookings, hospitality, logistics, communications and event administration.
- Welcome visitors meeting with the Head, ensuring they receive a professional and positive experience from arrival to departure.
- Act as the main administrative point of contact for the Parents of Meoncross (POM) Association, coordinating meetings, correspondence and activities involving the Head.
- Build and maintain positive relationships with parents, governors, staff, visitors and external organisations, representing the Head and the school in a professional and courteous manner.
- Coordinate appointments and meetings between the Head, parents and external stakeholders.

HR Administration

- Assist with recruitment administration, including arranging interviews, preparing interview documentation and issuing correspondence.
- Maintain confidential personnel records in accordance with GDPR.
- Produce HR reports and compliance information as required.
- Support onboarding processes and ensure employment documentation is complete before new starters commence employment.
- Maintain the Single Central Register in accordance with Keeping Children Safe in Education (KCSIE) and school procedures.

- Monitor compliance records to ensure all safer recruitment documentation remains current.
- Coordinate pre-appointment compliance documentation for employees where required.
- Ensure visitors, volunteers, governors, visiting speakers and third-party contractors have completed all necessary safeguarding and compliance requirements before attending the school.
- Maintain accurate records of identity checks, DBS status, safeguarding documentation, visitor agreements and induction records where applicable.
- Liaise with the Bursar, HR colleagues and external organisations to obtain outstanding compliance documentation promptly.
- Support the school's preparations for ISI and internal safeguarding audits by ensuring compliance records are accurate, complete and readily available.

Admissions Support - during periods of annual leave or other planned absences during term time only

- Provide operational cover for the Admissions Manager during periods of annual leave or other planned absences during term time.
- Act as the first point of contact for admissions enquiries, responding to telephone calls, emails and enquiries from prospective families in a professional and welcoming manner.
- Monitor the Admissions mailbox, ensuring all enquiries are acknowledged promptly and responded to or forwarded as appropriate.
- Record and track new admissions enquiries, ensuring accurate records are maintained.
- Arrange and coordinate individual school tours and appointments for the Admissions Managers return or where needed with the Head or other members of SLT, ensuring prospective families receive all relevant information in advance of their visit.
- Liaise with prospective parents providing a high standard of customer service and ensuring timely communication.
- Prepare admissions documentation and visitor information for prospective families.
- Work closely with the Admissions Manager to ensure a smooth handover before and after periods of leave and maintain continuity of the admissions process.

Accountability

- As a member of staff at the School you will:
 - o fulfil all aspects of the main tasks identified on your job description
 - o fulfil all aspects of the job activities identified on your job description

- o fulfil the following generic aspects:
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Person Specification

- Experience providing executive, PA or senior administrative support to a Headteacher, Director, CEO or other senior leader.
- Previous experience in a busy administrative role.
- Experience of delivering excellent customer service to a wide range of people.
- Experience organising meetings, events and coordinating multiple stakeholders
- Experience using school management information systems (e.g. iSAMS, SIMS or similar).
- Experience of managing multiple tasks simultaneously in a fast-paced environment.
- Experience of handling telephone, email and face-to-face enquiries professionally.
- Experience of working with confidential and sensitive information.
- Experience of using Microsoft Office applications (Word, Excel, Outlook and Teams) to a competent standard.
- Experience preparing high-quality correspondence, reports, presentations and meeting papers.
- Experience of prioritising workload and working under pressure while maintaining accuracy.
- Experience of working effectively both independently and as part of a team (desirable).
- Experience coordinating events and hospitality for senior leaders (desirable).
- Experience working within an independent school or education setting (desirable).
- Experience of supporting admissions, school events or parent communications (desirable).
- Experience of managing visitor procedures within a secure environment (desirable).
- Experience of HR administration, including recruitment and onboarding processes (desirable).
- Experience maintaining a Single Central Register (SCR) (desirable).
- Knowledge of safer recruitment requirements and Keeping Children Safe in Education (KCSIE) (desirable).

Skills

- Good computer literacy skills
- Ability to work as part of a team
- Flexible approach to working
- The ability to handle confidential matters with discretion
- Exceptional organisational and time management skills.
- Ability to work on own initiative
- Ability to prioritise tasks
- A willingness to receive further training as appropriate to the position.
- Excellent inter-personal skills, especially with children/parents.
- Excellent attention to detail and a high level of accuracy.
- Excellent written and verbal communication skills (desirable)

Qualifications & Training

- GCSE Grade 4/C or above (or equivalent) in English and Mathematics (desirable).
- A Levels or equivalent, NVQ level 2 Business Administration (desirable).
- Further relevant professional qualifications and professional development work (desirable).
- First aid qualification (desirable).

Other

- Positive and approachable with patience and the presence to inspire confidence and trust
- Be positive, well organised and energetic, with a good sense of humour
- Willing to work flexibly as the needs and demands of school fluctuate. Strong working ethos with a high level of commitment to the school and its values.
- Highly organised, efficient and methodical.
- Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective, self-critical and to respond to feedback understanding the need for confidentiality.
- Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community.
- A strong ambassador for Meoncross School, demonstrating professionalism in all interactions and committed to delivering exceptional customer service.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Salary & Conditions

In accordance with the School Pay Scales and Conditions of Service.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Meoncross School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.

Job Description

- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· **To be signed and dated by employee:**

· **Signed:**

· **Name (print):**

· **Date:**