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| **Job Title** | Head Master’s Office Assistant (Maternity Cover) |
| **Reports to** | PA to the Head Master |

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| **Job Purpose** |
| The Head Master’s Office Assistant works very closely with the PA to the Head Master. The key requirement is for someone who the Head Master and his PA trusts implicitly and who is capable of proactively planning and co-ordinating activities of the Head Master’s Office. The Head Master’s Office Assistant will need to build excellent relationships with a range of internal and external stakeholders. |

**Key Tasks and Responsibilities**

* Management of events arranged through the Head Master’s Office, as directed by the PA to the Head Master:
  + producing and maintaining a calendar of events for the school year and updating internal departments as necessary;
  + timely production and distribution of invitations, printed or otherwise;
  + collating and acknowledging responses;
  + sourcing and liaising with catering teams;
  + sourcing and set up of venue to include place name cards, menu cards, table plans, flower arrangements, table decorations, pa systems, transport arrangements, running order of the event etc.
* Proactive management of incoming communications into the Head Master’s Office including emails, post, telephone enquiries etc. Filtering, responding directly where appropriate and drafting responses where appropriate;
* Timely completion and return of Entertainment and Gift Returns to Finance;
* Arranging and booking venues for meetings and assemblies;
* Taking accurate minutes of meetings when required;
* Providing administrative support on recruitment;
* Supporting the arrangement of travel, visas and accommodation;
* Meeting and greeting visitors at all levels of seniority;
* Ensuring the timely distribution of birthday cards to all boys and staff;
* Maintaining all office systems including data management and reliable and efficient filing;
* Ordering and maintaining stationery and office equipment.

**Skills and Competencies Required**

* Excellent communication skills (both verbal and written);
* Very strong organisation and planning skills with excellent attention to detail;
* Problem solving skills;
* The ability to work effectively with others;
* A calm and confident manner, especially in a crisis;
* Efficiency and initiative;
* The ability to value, inspire and motivate others;
* Integrity, honesty and reliability;
* High levels of motivation, resilience and energy;
* Confidentiality, discretion, tact and empathy;
* Self-awareness and willingness to learn;
* A sense of humour.

The holder of this post may be asked to perform other related duties to meet the on-going needs of the Head Master’s Office and the College. As such, the role may evolve and duties may be amended, in consultation with the post-holder, to allow for changes to the protocols by which the College functions.