|  |  |
| --- | --- |
| **Job Title** | Assistant to the Lower Master |
| **Reports to** | Office & Events Manager and the Lower Master (joint reporting line) |

|  |
| --- |
| **Job Purpose** |
| This role provides secretarial support to the Lower Master, as well as holding general administrative responsibilities as a part of the Lower Master’s Office team. This is a fast-paced and varied role which requires you to remain ‘one step ahead’ of the Lower Master’s day-to-day activities, and to work collaboratively the Lower Master’s Office team, particularly the Office and Events Manager, to ensure the Lower Master has the most effective support system possible. This role is involved in a wide range of activities from diary management and general administration to dealing with parents and pupils over the phone and face to face when required. |

|  |
| --- |
| **Key Tasks and Responsibilities** |
| * Alongside the Office and Events Manager, ensure proactive management of incoming communications into the Lower Master’s office, which include, but are not limited to, email, post and telephone enquiries. This includes filtering communications, drawing attention to urgent or time-bound issues, drafting responses and responding directly where appropriate; * Managing the Lower Master’s diary, ensuring they are aware of their commitments and are well prepared – e.g. they have all necessary paperwork required for meetings; * Preparing meeting agendas, taking accurate minutes of meetings, and supporting the Lower Master and wider office to follow up on action points; * Providing general administrative support, such as typing reports, amending documents and policies, creating presentations, proofreading paperwork etc.; * Alongside the Office and Events Manager, operating an efficient system for entertainment events hosted by the Lower Master; * Assisting with the preparation and delivery of a wide variety of school events, as directed by the Office and Events Manager; * Working closely with the personal assistants and secretaries of the Executive Leadership Team to ensure the senior management of the school have appropriate administrative support in place at all times; * Working with the HR Department to oversee and diarise the Lower Masters’ involvement in recruitment; * Arranging travel, accommodation and visas as required; * Ensuring the office facilities are in good working order to enable the efficient functioning of the Lower Master’s Office. This includes ordering and maintaining stationery, toner and office equipment; * Undertaking regular filing, ensuring there is an effective filing system in operation at all times; * Meeting and greeting visitors at various levels of seniority, providing refreshments where necessary; * Undertaking any reasonable tasks as requested to ensure the effective running of the Lower Master’s Office and school as a whole. |

|  |
| --- |
| **Skills and Competencies** |
| To be successful in this role, you will need:   * Demonstrable prior experience working in a secretarial or administrative role within a fast-paced organisation; * A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, and Excel. Advanced level experience would be advantageous; * The proven ability to successfully manage a variety of competing priorities whilst ensuring that nothing ‘slips through the cracks’; * Excellent communications skills (both written and verbal) with the ability to flex your style depending on the needs of the audience; * A desire to work within a small team, natural flexibility and the willingness to ‘muck in’ and support with whatever tasks are required; * The proven ability to produce accurate documentation, including letters and emails, with the ability to proof-read and edit others’ work; * A high level of discretion: this position will often be party to confidential information * Tact and diplomacy, and the ability to communicate with all levels across the College, parents and others from outside the College. * Experience of taking minutes; shorthand would be desirable; * A naturally positive, confident and proactive approach with high levels of personal resilience; * The ability to work well under pressure; * Previous experience of working in an academic environment would be desirable. |

|  |
| --- |
| **Working Pattern** |
| * Your working pattern will be 36.4 weeks during the year, and you will be paid in 12 equal monthly instalments. Your working weeks are normally as follows:   + Michaelmas term – the scheduled term weeks, plus 1 week before the start of term, and 3 days after the end of term   + Lent Term – the scheduled term weeks, plus 3 days before the start of term and 3 days after the start of term   + Summer Term – the scheduled term weeks, plus 3 days before the start of term, and 1 week after the end of term   + Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks. |
| * Your working hours will be 40 hours per week, worked 8.30am – 5.30pm Monday to Friday with 1 hour for lunch. * 5.6 weeks of holiday. Please note, annual leave cannot be taken during school term periods, you must use all your entitlement (including any lieu days) during periods of school holidays on days that you are not expected to be working. * If a bank holiday falls during a normal term period, you will be required to work this day and you will receive an additional day’s holiday in lieu. |