



KING WILLIAM'S COLLEGE



THE BUCHAN SCHOOL

## Job Description

<b>Job Holder</b>	
<b>Job Title</b>	<b>PA to the Principal</b>
<b>Reports To</b>	<b>Principal</b>
<b>Job Purpose</b>	

King William's College is committed to safeguarding and promoting the welfare of children. All posts in The Buchan School and King William's College are subject to normal statutory checks.

The PA to the Principal is employed to assist and support the Principal in all aspects of his work, enabling him to concentrate on strategic priorities, both day to day and long term, and to ensure the smooth running of the Principal's office in an effective and efficient manner, maintaining confidentiality at all times. This is a multifaceted role at the heart of a complex organisation dedicated to providing excellent education and the PA to the Principal will make a significant contribution to the happiness and success of the School.

## Accountability

The PA to the Principal is accountable for ensuring that the Principal has the time and space to focus on strategic priorities and make decisions whilst discharging his/her daily duties efficiently.

## Specific Responsibilities

### Strategic Administration and Diary Management for the Principal

- Provide professional, confidential and efficient PA support to the Principal.
- Be the point of connection between the Principal and internal & external stakeholders, ensuring only appropriate contact.
- Coordinate and schedule meetings including preparing thorough agendas, taking detailed Minutes, disseminating them, and following up on action points to guarantee that desired outcomes are met.
- Proactively manage the Principal's diary, ensuring an efficient schedule is maintained in line with strategic priorities.
- Provide relevant and accurate papers for appointments based on meticulous research and analysis of data.
- Track delegated tasks where required and monitor progress, chasing any documentation or responses not received, keeping the Principal informed as appropriate.
- Manage correspondence on behalf of the Principal in line with the school's communications policy, ensuring that the highest standards are maintained.
- Maintain all files, ensuring they are properly organised and updated on a timely basis including archiving.
- Manage all communications from the Principal to employees, facilitating transparency.
- Proofread documentation on behalf of the Principal and make amendments or suggestions as necessary.
- Act as a point of contact and coordinator in times of crisis.

- Coordinate and check documentation for any school inspections as required.
- Organise VIP events and invitations, co-ordinating with the Bursary, Admin staff and PA to COO.
- Liaise with Governors where necessary, arranging meetings and diaries as required.
- Communicate with any OKWs (alumni) who wish to be married in Chapel and coordinate timings with External Lets, Chaplain and Bishop's Office.
- Assist in the organisation of Founders' Day.
- Prepare Principal's reports and speeches e.g. for Governors' meetings or Assemblies.
- Anticipate the needs of the Principal and proactively address them.
- Facilitate the Principal's travel (transport, accommodation etc).
- Optimize the everyday operation of the Principal's Office, including its fabric, supplies, and equipment, ensuring that it is a positive environment for all.

**Manage Accurate Pupil Records**

- Liaise closely with Deputy Head Pastoral to ensure a clear record of all pupil sanctions and commendations is kept, and complete all necessary administration around this.
- Liaise closely with SLT to ensure a clear record of complaints is kept.
- Ensure that the Principal is supported in responding to any complaints received in an accurate and timely manner.
- Complete procedures and paperwork necessary for any pupil suspensions or exclusions.
- Be available on GCSE and IB results days to deal with telephone enquiries and inform pupils of results.

**Generic Responsibilities**

- Liaise with the HR Dept regarding teaching staff recruitment.
- Complete any other tasks as may be reasonably directed by the Principal within the bounds of the job description.
- Perform other duties as assigned to support the efficient operation of the office.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow the child protection procedures adopted by KWC.

**Experience / Skills**

- Proven experience as a Personal Assistant or similar.
- Exceptional organisation and time management skills.
- Strong communication skills both written and verbal.
- Proficiency in MS Office and other relevant software applications including AI.
- Ability to multi-task and prioritise tasks effectively.
- Aquiline attention to detail and accuracy.
- Supreme discretion and confidentiality in handling sensitive information.
- Flexibility and adaptability to changing priorities and situations.
- Professionalism and a positive can-do attitude.
- Team player.

<b>Approved By (Print Name)</b>		
<b>Date Approved</b>		