JOB AND PERSON SPECIFICATION

LOCATION: JUNIOR SCHOOL, GIRTON CAMPUS
RESPONSIBLE TO: HEAD OF JUNIOR SCHOOL
TITLE/POSITION: PERSONAL ASSISTANT
AGREEMENT: PEMBROKE SCHOOL INC ENTERPRISE AGREEMENT 2012
CLASSIFICATION: PERMANENT PART-TIME (41 WEEKS PA):
Level 4 – Administration Services Stream
Term time only except during the Christmas Break:
Finish 1 week after Term 4 end;
Return 1 week prior to Term 1 commencement.
HOURS OF DUTY: 8.00 AM TO 4.30 PM, WITH 1 HOUR LUNCH BREAK
Occasional out of hours work necessary

OVERVIEW OF ROLE:
The key element of the role is to assist the Head of Junior School and maintain the effective operation of the Junior School Office.

REPORTING/WORKING RELATIONSHIPS
Whilst ultimately responsible to the Principal, all non-teaching staff report to the Business Director. However, on a functional basis, the Head of Junior School shall provide direction and line management.

SUMMARY OF DUTIES:
Personal Assistant:
1. Maintain effective communication with all members of staff.
2. Provide assistance and support for the Head of Junior School. This might include but is not limited to: preparation of meeting agendas and minutes, filing, making and managing appointments, answering, following up or referring queries, and ensuring organizational arrangements for meetings, functions and events are in place.
3. For accepted future students liaise with and provide relevant Junior School information to their families, prior to their commencement.
4. Maintain paper and electronic student records and ensure that addresses, phone numbers, students’ standardised test details, etc. are up to date.
5. Support the Junior School administration assistant(s) with the operation of the Sick Room; answering phones and ensuring that messages are passed on to children and/or teachers as required; budgeting, purchasing and accounts; along with catering and functions.
6. Provide general support to Junior School teachers, as required.
7. Support and maintain effective operation of the Junior School Office.
Publications and Multimedia:
8. Responsible for the coordination of articles, photos, event notices for the Junior School Thursday Times weekly newsletter.
10. Design and type programmes, posters etc for concerts, performances, sporting functions and other School events as required.

PERSON SPECIFICATION:

Personal Abilities / Aptitudes / Skills
The Personal Assistant to Head of Junior School will have:
1. Exceptional and demonstrated skills in clear and effective communication, both of a verbal and written nature.
2. An aptitude for and the capacity to work across different Information Technology and software programs including but not limited to: database, desktop publishing, Microsoft Office Suite.
3. The ability to effectively connect with and relate to all School stakeholders in a friendly, respectful and professional manner.
4. Superior organisational skills, be able to work independently and display high levels of initiative and motivation.
5. The ability to effectively manage and achieve deadlines, prioritise work and multi-task.
6. Professional, well presented and diplomatic persona.
7. The ability to maintain appropriate confidentiality and discretion.
8. A positive approach to challenges and problem solving.
9. An effective and collaborative member of a team

Knowledge and Experience:
10. An understanding of and commitment to the culture of Pembroke School.
11. It is preferred that the successful incumbent has current or recent experience in a similar role.
12. Current or recent knowledge of a school environment is desirable but not essential.
13. A high level of proficiency and demonstrated skills and competencies in working with IT is essential including but not limited to databases, Microsoft Office Suite, Adobe products.

Occupational Health, Safety & Welfare:
1. The Personal Assistant to Head of Junior School has a specific duty of care to ensure safe work practices and processes are in place for, and complied with by, all employees in the Junior School office.
2. Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others.
3. Report all hazards, incidents, accidents when experienced or witnessed, in accordance with the School's OHS&W policies and procedures.
4. Use any equipment provided for health or safety purposes.
5. Obey reasonable instruction given by the School, in relation to health and safety at work.

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<td>Incumbent:</td>
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<td>Head of Junior School:</td>
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