



Radnor House — SEVENOAKS —

JOB DESCRIPTION

PA to the Head and Administrator, Prep School 8am – 5pm Term Time plus 20 days

Reports to: Head of the Prep School

Purpose and Key Roles

To provide a comprehensive, confidential and accurate administrative service to support the Prep School and its staff including administrative support to the Head of the Prep School and Deputy Head of the Prep School. To understand and ensure full implementation of school policies and procedures in particular relating to Child Protection, Health, Safety and Welfare, Safer Recruitment, Admissions and Security. Establish priorities, work independently and without direct supervision on all routine matters.

Key Responsibilities

Administration

- Be responsible for confidential secretarial and administrative duties relating to all aspects of the Head of Prep and Deputy Head of Prep's work including email, correspondence (writing letters and drafting email replies), managing filing, records and databases, exclusions and staffing.
- Independently manage and decide on priorities and ensure that all work is completed to the very highest standard. Accuracy and attention to detail is essential.
- To prepare letters and notifications to parents for the weekly bulletin on behalf of the Head of Prep School, Deputy Head of Prep School and Teaching Staff.
- To act as the first point of contact for parents, pupils and staff in the Prep School.
- Compile and ensure completion of daily attendance registers for all students in the Prep School and print out a daily summary and monthly statistics to hold on file. All students must be accounted for by 10am on each school day.

- Prepare and circulate Weekly Late Report for the Head of Prep School.
- To understand and be able to assist fully in the Fire Drill Procedure and ensure that all Fire Registers are printed and added to the clipboards in the office by 10am daily.
- To ensure Lost Property is sorted and returned to Form Tutors where appropriate and arrange a weekly table of lost property for parents to view every Friday
- All outgoing mail to be taken to the Main School Reception at the end of the day for franking and collection.
- Administer postal arrangements and ensure the franking machine is fully functioning in liaison with Reception.
- Maintain and administer student files.
- To assist Prep school staff with administrative duties as required.
- Manage the 'Prep Office' and Head of The Prep School email inbox, acknowledging, answering or forwarding emails as appropriate.
- To assist the Deputy Head with extra-curricular clubs. Administer the extra-curricular clubs on offer in the Prep School on a daily basis.
- Contribute to the maintenance and updating of in-house administration systems including ISAMS, SOCS Co-Curricular and SOCS Sports, My School Portal, School Post and others as required.
- Working knowledge of ISAMS and other whole school systems.
- To manage on-site visits to the Head of Prep School, Deputy Head of Prep School. Teaching Staff or any other member of staff as required.
- Regular stock take of all stationery and items used by staff and additional items used by pupils so sufficient supplies are available, updating spreadsheets and making any orders required.
- Maintain the register for Breakfast Club
- Communicate with the Catering Team over wrap care food orders.
- Attend meetings at the request of the Head of The Prep School and take accurate Minutes
- To send out communications by text or School Post
- To be confident with Microsoft 365, One Note, MS Teams, Windows 10 Publisher and Excel

Additional Responsibilities

- Compile and manage the co-curricular activities of the Prep school including termly

correspondence with parents and liaising with activity leaders and Pastoral Administrator as required.

- Logging and following up on facilities requests to ensure satisfactory completion.
- Be familiar with the role and responsibilities of the main Reception and School Administrator and be able to cover if required.
- To support the Head of Prep School and Deputy Head of Prep School with PR, events and marketing duties as required.

Other considerations

- Knowing the school regulations and Health and Safety Policy and being aware of and implementing the school rules and school policies, in particular Safeguarding of Children.
- To take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Line Manager.
- Cover as required.

Note: This job description is subject to an annual review.

The above Statement of Responsibilities is agreed to be an accurate job description.

This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.