

Personal Assistant to the Head (Full Time – Full Year)

About our School

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to 285) pupils are Day Pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter. Music permeates the whole life of the school and is central to our ethos, in the context of a holistic education.

Until September 2023, all Cathedral Choristers were boys; we now educate girl Choristers as Day Pupils (they will board from September 2025, following a major refurbishment project).

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Around 85 teachers and support staff (full and part time), all contribute, directly or indirectly, to the safety and wellbeing, the holistic development, progress and success of our pupils. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

We are pleased to be seeking a permanent appointment to the role of Head's PA at St Paul's Cathedral School. This role would suit a candidate with experience of working in a busy school or similar fast paced environment.

Job Description: Personal Assistant to the Head

General Role and Responsibilities

- To provide administrative and clerical support to the Head and Deputy Head Pastoral, enabling the efficient running of the school
- To ensure that the confidentiality of the Head's/Deputy Heads' work is uncompromised, showing discretion and sensitivity in all tasks, calls, correspondence and personal contacts

- To ensure that all communication from the Head's/Deputy Heads' offices is presented in a professional manner, avoiding errors which would reflect poorly on the school
- To ensure that the Head and Deputies are alerted and briefed on priority and emergency matters arising in a timely manner
- To ensure a high standard of hospitality for all visitors to the Head/Deputy Heads – including meeting and greeting and touring/arranging tours where necessary

Specific Responsibilities

- To support the Head in maintaining and developing excellent relationships across the staff body and with Governors and volunteers
- To support the Head in maintaining and developing excellent relationships with parents and carers
- To ensure excellent liaison with Cathedral administrators, enabling seamless integration of the Head's Executive Leadership Team commitments with the Head's school diary, ensuring that rota information is included in the Head's diary, identifying any clashes and taking necessary action
- To prepare and present documentation to be signed and other relevant documentation to the Head in a timely manner and distribute accordingly
- To prepare and present first drafts of communications/reports on behalf of the Head and distribute accordingly
- To manage and control the Head's schedule of work appointments and diary including all meetings, presentations, external commitments, protected administration time, visitors, speech and presentation preparation time
- Proactively to manage any necessary changes, negotiating rescheduling as appropriate and keeping all parties informed of such changes
- To provide administrative and clerical support to the Head: to include typing letters in response to correspondence received, exemplary proof-reading and other checking, prior to the submission of any communication carrying the name and/or office of the Head
- To protect the Head's time to enable work to be achieved without unnecessary interruption
- To deputise for the Head at meetings when required, after appropriate briefing
- To deal with all mail addressed to the Head (with the exception of correspondence marked personal or for sole attention of Head)
- To act as the principal contact between the school and Local Authority (LA), Governors and external bodies such as sending and receiving schools, Department for Education (DfE), Independent Schools Inspection service etc on behalf of the Head
- To liaise with the Chair of Governors, Dean and Chapter, Chorister Trust and Guild on behalf of the Head as required
- To be responsible for researching information and preparing such information as necessary including briefing papers, notes of meetings and ensuring that these are readily available to the Head prior to attendance at meetings and appropriately stored.

- To liaise with external bodies in connection with the Head's work such as the Society of Heads, Boarding Schools Association and IAPS.
- To support the Head in the production and filing of the key school documents including school policies, handbooks, Action Plan, School Development Plan
- To maintain and develop the Head's paper and electronic filing system, ensuring that all filing is up to date and archived as necessary
- To assist with the organisation of staff interviews where necessary
- To book attendance at meetings or conferences, create itineraries as necessary and make any associated travel, accommodation and hospitality arrangements, in advance, for the Head and Deputies
- To maintain awareness of the Head's Appraisal Objectives and schedule tasks and review points accordingly
- To maintain awareness of Action Points for the Head from any governance committees, ensuring tasks are scheduled, actioned and reviewed to agreed dates
- To maintain the school's complaints record.

Specific Responsibilities with regard to the work of the Deputy Heads and School Secretary:

- To support the Deputy Head with the population, management and publication of the Red Diary (school calendar)
- To undertake the administration of safeguarding for new pupils, including communicating with sending schools
- To support the Deputy Head in her responsibility to provide onward safeguarding information to receiving schools
- To oversee the register of pupils on roll
- To oversee the management of pupil attendance registration.
- To oversee the notification of the LA of leaving pupils' dates and destinations, consistent with statutory requirements
- To oversee (or delegate within the Office Team) the administration of DH Academic communication with parents including curriculum guides and parent handbooks
- To oversee support required by the Deputy Head Academic with the arrangement of meetings and events
- To act as first point of contact for the PTA and support the Chair in diary planning and event liaison

Line Management

- To line manage the School Secretary and Receptionist, including conducting induction, appraisal and performance review, supported by the Deputy Bursar and identifying and arranging any necessary training
- To cover/arrange cover for other Office Team members in planned leave or emergency absence
- To maintain the Leave Calendar for the Office Team, liaising with the Deputy Bursar, to ensure that appropriate office support is in place for the safe operation and proper administration of the school in and out of term time

- To take responsibility for Health and Safety for the Office Team
- To administer Holiday Clubs
- To provide cover for the Reception on weeks when Holiday Clubs are in operation or ensure that cover is provided

Additional Duties

- To work within the Aims and Principles and Staff Code of Conduct of the school, adhering to expectations in an exemplary manner at all times.
- To take part in necessary training and staff development
- To act as lead administrator in emergencies, in line with the Emergency Plan
- Any other duties reasonably requested by the Head

Structure and Line Management:

The School Office Team support the Head and the Senior Leadership Team in the administration of the School. The team consists of the Head's Personal Assistant (PA), the School Secretary, the Head of Marketing, Admissions Administrator(s), and the Receptionist.

The Head's PA reports directly to the Head, and Deputy Head (DSL). Close liaison with Cathedral Administrators (Chapter House and Music Department) is required to ensure optimal diary management for the Head, who is a member of the Cathedral Executive Leadership Team and has significant obligations and commitments to Cathedral, as well as school, meetings and events.

Safeguarding:

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.

Person Specification: Personal Assistant

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.

	Essential	Desirable
Qualifications and Experience	Experience of administrative work at a PA level	Experience of administrative work at a PA level in a school environment
	Commitment to safeguarding of children and young people	Experience of handling sensitive matters including safeguarding
	Experience of managing others	Experience of team management

Knowledge	Experienced and confident user of IT Office applications	Experienced and confident user of IT including databases, spreadsheets, management information systems (iSAMS)
	Working understanding (or willingness to acquire) of the liturgical calendar, including major festivals and events, and Cathedral operations	Experience of liaising with a related organisation for joint operations
	Working understanding of GDPR and the importance of confidentiality	Experienced in working with regard to GDPR and handling confidential matters
	Working understanding of Equality Act (2010)	Understanding of aspects of Equality Act (2010) relevant to school operation

Personal competencies and qualities	<p>Alignment with the Aims and Principles of the School</p> <p>Excellent interpersonal skills – a good listener and able to convey information aloud, clearly and concisely</p> <p>Reliable, organised and punctual</p> <p>Detail-focused</p>
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	<p>Accurate, clear written communication</p> <p>Capable of multi-tasking in a busy office</p> <p>Flexible and adaptable</p> <p>Confident decision-maker</p> <p>Positive and optimistic</p> <p>A problem-solving approach</p> <p>Able to prioritise own workload, to work independently and as part of a team.</p> <p>Reflective professional, able to identify, accept feedback and learn from error</p>
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Hours, Terms and Conditions:

The Personal Assistant's working hours will be based on a 37.5 hour week, to be worked across the office working week (Monday to Friday). Occasional evening or weekend work will be required and time off in lieu will be provided.

This is a full year post with statutory holiday period of 25 days, as well as an additional 8 bank holidays. Holidays must be taken outside of term time, unless agreed by the Head.

Application

All applications must be made via our **School application form** on the TES (not the TES form) or the St Paul's Cathedral School website, accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes. The deadline for application is Monday 19th May 2025. Please send all applications to: tkeller@spcs.london.sch.uk.

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. Shortlisted candidates will be invited to view the boarding accommodation as part of the interview process.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.