

## **PA to Head of Willow Lodge & Junior School**

Henry VIII founded The King's School in 1541 and for over four hundred years the school occupied buildings adjacent to the cathedral. The school moved to a new site on the Wrexham road, about one mile from the city centre, in 1960 and the new buildings were opened by Her Majesty Queen Elizabeth the Queen Mother in June that year. In 1989 additional buildings were opened by Her Royal Highness the Princess Margaret. In 1994 there was an extensive development of the junior school and in January 2000 a further development of the senior school incorporating the impressive Wickson Library was completed.

An exciting major development plan was launched in October 2002. By September 2004 an all-weather playing surface, extensions and improvements to the art and technology centres, a new medical room and an additional classroom had been completed. The new music school was completed in 2005 and the old music school converted to provide additional teaching rooms.

The school retains strong links with the cathedral and with the city. It is Chester's oldest independent school and is proud to serve the city as well as the surrounding areas of Cheshire, the Wirral and North Wales.

King's is a school for pupils of high academic ability. We seek to develop this ability in each pupil to its full potential and at the same time to develop the pupil's character and other talents in a friendly and stimulating atmosphere.

**Type of position:** Permanent, term time only (plus 2 extra paid weeks).  
Full time (37 hours per week) 8am – 4.30pm

### **THE ROLE**

The main purpose of the role is to support the Head of the Lower School through the provision of a high quality and efficient administrative service.

The role requires excellent communication, relationship building and organisational skills and will involve liaising with parents, staff and external service providers.

The ideal candidate will have proven administrative experience gained within a fast-moving environment.

The role is based in the Junior School and although primarily supporting the Head of the Lower School will be Junior School focussed.

### **MAIN RESPONSIBILITIES**

- To manage the Head of Lower School's diary and to be an effective gate-keeper
- To deal with sensitive and confidential matters in a professional manner
- To act at all times with discretion and integrity
- To be a forward-thinker and to be able to 'think outside the box'
- To support the Lower Leadership team (Deputy Heads and Directors of Studies) as required
- To assist with the organisation of annual events including Junior School Prize Giving, Cathedral Carol Service and any additional events eg AJIS Heads Meetings

- To assist with the co-ordination and publication of the Junior School termly calendar
- To act as the liaison for all external club providers and to collate the Junior School extra-curricular activities schedule
- To liaise with external agencies to book supply staff and to subsequently ensure accurate invoicing
- To oversee all external email content to parents including weekly communication bulletins

Typical duties include:

### **Diary Management**

- Ensure that Lower School Head's diary is accurate and updated to reflect events in Willow Lodge and Junior School
- To manage all meeting requests and to schedule appropriately
- To assist with the co-ordination of the Junior School events calendar and to ensure its termly publication (printed card version and school website)
- To oversee the booking of Willow Lodge and Junior School spaces through the use of Artifax

### **Administration**

- Communication to parents following eg a request for absence
- Drafting non-standard replies from Lower School Head
- Prepare week ahead schedule for Junior School weekly briefing, to attend meeting and produce minutes
- To have an understanding of the trips process, to generate trip codes, ensure paperwork is completed and communication sent to parents
- Type Junior School staff meeting minutes in accurate and timely manner
- To draft and send weekly week-ahead emails to parents
- To compose ad-hoc whole school parent communications
- To ensure all billing for clubs and trips is accurately reported to the finance office

### **Event Planning and Organisation**

- To provide support to Lower Leadership Team with event planning eg AJIS events
- To play a key role in the co-ordination and organisation of the annual Lower School carol service at Chester Cathedral
- To assist with the administration of end of year Prize Giving
- To assist with the planning and organisation of Open Morning
- To ensure the collation and printing of the Sports Day programme of events
- To oversee the ticket arrangements for Junior School events (plays and Christmas Concert)

### **Support to Lower Leadership Team**

- Accurate input of Junior School pupil exam and test results
- To liaise with external agencies to arrange supply cover for Willow Lodge and Junior School when needed and to ensure accurate billing
- To schedule the Junior School activities programme session dates and groups and to be the main point of contact with external activities providers
- To work with the Junior School Deputy Head to ensure the extra-curricular clubs provision is as wide-ranging and appealing as possible

**Collaboration with others**

- To be the main point of contact for external club and activities providers and to ensure a positive and compliant working relationship
- To be the main point of contact for external recruitments agencies, ensuring compliance at all times and liaising with HR department as required
- To build positive working relationships with other departments across the school

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day to day basis.

**IMPORTANT** - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found [here](#)