



St David's College

— Est. 1965 —

HEADMASTER'S PA - JOB DESCRIPTION

The PA to the Headmaster is responsible for acting as the first line of contact for the Headmaster, his diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties across the school.

The postholder will meet a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Headmaster.

Principal Accountabilities:

- To act as first line contact for the Headmaster, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person.
- To generate an environment of efficiency and always provide a warm welcome.
- To liaise with members of the academic and support staff as appropriate.
- To organise the 'day to day' time management of the Headmaster.
- To oversee the Headmaster's travel arrangements, trains, flights, taxis, dates, etc; for UK and overseas trips.
- To show absolute confidentiality, tact and discretion at all times.
- Email parents with important and up to date information on a regular basis.
- To cover routine events or emergencies with equilibrium, confidence and style.
- To assist the Headmaster in maintaining a smooth running and efficient Headmaster's office by dealing with all administrative functions and anticipating and scheduling regular events and meetings.

St David's College, Gloddaeth Hall, Llandudno, LL30 1RD
+44 (0) 1492 875974 admissions@stdavidscollege.co.uk
www.stdavidscollege.co.uk

St David's College Trust. Reg. Charity No. 1075705 and Ltd. Company No, 1351369. Registered office at the above address.



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- Good organisational skills with strong attention to detail and accuracy.
- Ability to manage multiple tasks and deadlines.
- Good literacy skills to prepare correspondence and reports and maintain records to a high standard.
- Confident interaction with colleagues, members of the extended St David's community, parents, pupils and visitors. The Headmaster's PA is a key element of the face St David's presents to the world.
- Good telephone manner in dealing with a range of callers.
- Attend the events deemed necessary by the Headmaster- time of in lieu will be agreed where events are out of working hours.
- Be available out of term time for exam results during the summer and support the exams officer where necessary to deliver this.

The Headmaster's PA will be required to undertake any other duties appropriate to the role, as required by the Headmaster, the responsibilities outlined in this job description are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.

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