



Highclare School

Personal Assistant to Business Manager Job Description

Job Purpose

To support the Business Manager in the day-to-day management of the role and realisation of the School's aims. The Business Manager is responsible for all of the School's support staff and support operations. The successful applicant will work very closely alongside the Business Manager, will have an active role in the work of the finance and administrative teams and will have involvement with the wider support functions in the school as and when required by the Business Manager.

Duties and Responsibilities

1. Work closely with the Business Manager through a daily review of activity.
2. Act as first point of contact for the Business Manager.
3. Manage the Business Manager's diary and associated arrangements effectively, ensuring in particular that recurring responsibilities are brought forward and supported in a timely manner.
4. Ensure relevant correspondence, documents and presentations are brought forward as required.
5. Receive the Bursar's telephone calls, e-mails and post, filtering and highlighting urgent matters and researching and drafting replies, where appropriate.
6. To maintain absolute discretion in handling sensitive/confidential data
7. Arrange and minute a variety of internal meetings.
8. Organise hospitality for meetings and training courses.
9. Assist with the administration and co-ordination of applications for bursaries, fees remissions and financial assistance.
10. Draft correspondence, maintain accurate and comprehensive records and liaise and cooperate with other administrative staff as directed by the Business Manager.
11. Manage his/her own portfolio of activity and correspondence (as required), keeping the Business Manager informed.
12. Keep up to date and accurate records, files and retrieval systems of an appropriate nature.
13. Liaise as necessary with members of the wider support staff team – such as finance and fees administration, providing assistance as required.
14. Undertake training appropriate to the current or future demands of the post.
15. To adhere to the ethos of the school.
16. To promote the agreed vision and aims of the school.
17. To set an example of persona integrity and professionalism.
18. Attendance at appropriate staff meetings, INSET and staff training days.
19. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.