



## **Hampstead Fine Arts College: Job Description for Receptionist/PA to the Principal**

- Salary:** Competitive, dependent on experience
- Hours:** 8.45am to 4.45pm, Monday to Friday in term time. 9:00am to 4:00pm, Monday to Friday during school holiday periods. This is an all-year position, working during term time and school holidays.
- Benefits:** A generous annual leave (30 days plus UK bank holidays, rising to 35 after a year)  
Defined pension contribution scheme.  
Training and Educational support from Dukes Education

### **Key Responsibilities and Accountabilities**

#### ***Providing personal assistance to the Principal***

- To manage the Principal's calendar.
- To ensure that the Principal is informed of, and prepared for all important diary dates.
- To assist on the delivery of the new building project
- To assist with the organisation of Adult Education Courses
- To draft and proofread and marketing material
- To minute meetings as required

#### ***Providing assistance with Academic administration***

- To assist with Receptionist duties
- To provide administrative support to the Head when requested.
- To assist Director of Admissions and Director of Compliance when required.
- To organise and keep updated the alumni programme.
- To support the school's preparation for ISI inspection
- To provide administrative support for other academic events, such as pastoral & academic evenings, and sixth form induction
- To assist with administration of extra-curricular trips
- To assist the organisation and smooth running of parents' evenings

#### ***Other***

- Playing an active and full part in the life of the school community.
- Complying with relevant policies and procedures, including safeguarding procedures, at all times.
- Undertaking any other task requested by the line manager or a senior colleague that is within the individual's abilities.

## Person Specification

### Qualifications and knowledge

- Degree-level qualification (or experience that demonstrates equivalent abilities) *(Essential)*
- Proficient knowledge of Microsoft Word, Excel and other MS Office applications *(Essential)*
- Knowledge of iSAMS database or similar *(Desirable)*

### Experience

- Experience of efficient and effective organisation and management systems *(Essential)*
- Experience of successfully providing senior PA support (or equivalent) *(Desirable)*
- Experience of working within an education setting *(Desirable)*
- Experience of managing successful events *(Desirable)*

### Skills

- Excellent interpersonal skills; ability to relate well to people on all levels *(Essential)*
- Excellent written and spoken English; the ability to articulate and communicate clearly in a professional manner *(Essential)*
- Ability to effectively plan and organise projects and tasks *(Essential)*
- Strong attention to detail *(Essential)*
- High level IT and administration skills which will include all MS Office applications *(Essential)*
- Excellent problem-solving skills and ability to prioritise and use initiative in challenging situations *(Essential)*

### Personal competencies and qualities

- Discreet and able to handle work of a highly confidential nature *(Essential)*
- Ability to remain calm under pressure and work to tight deadlines *(Essential)*
- Willing to be flexible and pragmatic when things change *(Essential)*
- Commitment to a safety culture *(Essential)*

*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.*