



JOB DESCRIPTION

JOB TITLE	Personal Assistant to the Deputy Head Co-Curricular
DEPARTMENT/SECTION	Co-Curricular
LINE MANAGER	Deputy Head Co-Curricular
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
PA to the Deputy Head Co-Curricular <ul style="list-style-type: none">• Initiate, organise and manage all aspects of the Deputy Head Co-Curricular's business to ensure the effective running of the Co-Curriculum• Arrange appointments, organise meetings and events on behalf of the Deputy Head Co-Curricular including managing their electronic diary• Receive and respond to emails, written correspondence and telephone calls on behalf of the Deputy Head Co-Curricular• Act as the first line of response to internal and external enquiries• Support the Deputy Head Co-Curricular administratively to ensure reports, papers and presentations are prepared in a professional manner and delivered on time• Liaise with key teams across the School, on Deputy Head Co-Curricular's behalf, as required	
Co-Curricular Administration <ul style="list-style-type: none">• Provide additional administrative support to the Director of Activities (DoA) and Educational Visits and Outdoor Pursuits Manager (EV&OPM), Co-Curricular Manager (CCM)• Assist with the organisation the Forest in Action (FiA) days• Support the Co-Curricular Manager to plan and organise logistics for House Music, House Drama, and other appropriate House Competitions, under the guidance of the DHCC and the Heads of House.• Assist in the management of logistics associated with other Co-Curricular events• Support the Co-Curricular Manager to manage the administration of Colours to Pupils	

General Tasks

- Deal with parental enquiries, day to day pupil and teaching staff Co-Curricular issues
- Ensure databases and registers are being correctly completed and in a timely manner
- Attend and minute meetings, as required
- Ensure the Deputy Head Co-Curricular has all relevant documentation when attending external meetings
- Organise travel arrangements on Deputy Head Co-Curricular's behalf, as required
- Use iSAMS to obtain and process information on behalf of the Deputy Head Co-Curricular, as required

Finance

- Support the CCM with invoicing and financial record-keeping where required

Additional Duties

- Identify and introduce opportunities to develop and enrich the Co-Curricular offering
- Any other reasonable duties as required by the Deputy Head Co-Curricular

There will be a six-month probationary period with a review after three months. It is expected that this job description will be jointly reviewed with the first 12 months of appointment.

TERMS OF EMPLOYMENT:

Hours of work: Term time: 8am – 5.00pm: Monday – Friday
Plus a further 7 weeks to be worked as follows:

Two weeks in the July holidays and the final two weeks of August,
One week in December/January,
One week at Easter,
One week in October.

In addition, you will be required on Open Days and Evenings, Termly Music concerts, House Music and Drama competitions, Senior School plays and other reasonable dates as required.

School holidays: 8.30am – 3.30pm Monday to Friday.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

GVP 12.21

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.