

Position: PA to Principal

Contract type: *Full Time*

Closing date for applications: *April 18th 2008*

The first state-funded Steiner school in the UK will open its doors in September 2008. We are looking for a PA to the Principal to join our team at the Hereford Steiner Academy in Much Dewchurch, Herefordshire as soon as possible.

JOB DESCRIPTION

An effective and competent PA to the Principal will be essential to supporting the many and varied demands on the Principal's time both from the school and from beyond the school. The PA job is full time and is primarily to provide crucial administrative and other support to the Principal. This role will require the ability to work autonomously and will be able to take responsible for overseeing a number of related areas of work, in support of the school's development. The job will require a confident person, of professional appearance, who is used to taking initiative, who requires minimum supervision and who can deal effectively with a varied range of questions, situations and tasks.

MAIN DUTIES

- Provide secretarial and administrative support to the Principal using audio and copy typing, power point, word processing, presentation of materials and spreadsheet work;
- Provide some administrative support to the school's management team;
- Manage the Principal's diary and liaise with external parties, agencies and staff;
- Take minutes at a range of meetings and at Governors' Sub-Committee meetings;
- Proof-read documents for bound for external readership;
- Maintain an effective log of work, circulars and letters that require response and ensure reminders are given;
- Provide a welcoming environment to visitors to the Principal's office;
- Ensure appropriate cover arrangements and duty rota's are implemented with Admin staff;
- Work with the Bursar and Company Secretary to identify a shared standard for administration documents and implement consistency across the different areas of administrative work;
- Work closely with the Bursar, the Principal and others, to ensure timely and high quality reports for Governors.

SKILLS & EXPERIENCE

- Experience in a similar role, in an organisation of similar ethos and size.
- Education to degree standard, with strong literacy skills.
- Excellent communication skills as well as competence with MS Word, Excel and Outlook.
- Knowledge of school information systems.
- Diplomacy, discretion and an ability to deal with confidential issues.
- A team player, with good sense of humour.
- Reliable, organised and efficient with the ability to work well under pressure.
- First-hand knowledge and experience of the school's life and working.

If you want to become part of our team and would like further information, please telephone or e-mail the school for further details or send your cover letter and application to the Project Manager (Lara Newman) by email;

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Fax: 0207 469 1112

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