Job Title: PA to the Deputy Principal (Welfare & Progression)

Job Purpose: To act as Personal Assistant to the Deputy Principal (DP)

Responsible to: Deputy Principal and under direction of the PA to the Principal

Responsible for:

Supporting the Deputy Principal (Welfare & Progression) in their work, including but not exclusively, the following:

1. Keeping the diary of the DP, arranging meetings etc. as appropriate.
2. Answering queries and taking messages for the DP, triaging as necessary and drafting routine responses.
3. Acting as first point of contact for external agencies such as children's services and police pending referral to DP.
4. Supporting the DP in the safeguarding work of the College including recording incoming child protection records, responding to requests for information from other educational establishments and recording of staff safeguarding training.
5. Acting as minute secretary to meetings, to include student pastoral, safeguarding and disciplinary meetings.
6. Preparing documents/presentations/correspondence as directed.
7. Gathering & redacting information and preparing document packs / case files, for example for appeal hearings, subject access requests for students etc.
8. Maintaining efficient records of the DP's areas of responsibility, including administrative support for the chaplaincy service, Winchester Charity School Educational Foundation and Mercers Guild of Scholars Apprenticeship Scheme
9. Administration for the Carol Service, Remembrance Day and Founder's Day events.
10. Organising the updating of the Student Handbook.
11. Administration in relation to student policies and College calendar dates for the year.
12. Liaison with the Mercers and Black Leadership Group.
13. Assisting with the preparation, drafting and production of documentation for Governor and Board papers, working with the Clerk to the Corporation as required.
14. Covering the work of the other PAs during their absence and assisting at busy times.
15. Assisting other departments at busy periods or in case of absence e.g. occasional Reception/post cover.
16. Working flexibly, including attending evening events if required.
17. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
18. Prioritising the safeguarding of all students and participating in training on safeguarding and Prevent matters.
19. Any other duties as may reasonably be required by the Principal.

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Category	Essential	Desirable	Ascertained by
Qualifications	• Educated to A level or equivalent	• Educated to degree level • IT qualification e.g. ECDL or equivalent	Application form /original certificates at interview.
Experience	• Experience working in education, care or a similar environment • Experience working in a demanding administrative role • Experience handling strictly confidential or sensitive documents • Experience managing diaries and complex scheduling • Experience minute taking and action points	• Experience working as a PA or administrator in a large organisation • Experience of working in Post-16 or secondary Education • Experience coordinating logistics for events, guests or external inspections • Experience preparing papers for Senior Management Teams and Governors	Application form/ activity/interview /references
Additional Skills and Abilities	• Excellent communication skills – written and verbal • Close attention to detail and proofreading • Advanced MS Office skills (Word, Excel, PowerPoint, Outlook) and digital meeting tools (Teams, Zoom) • Proven high level organisational and administrative ability • Proactive in managing own work and the needs of the DP • Ability to stay calm under pressure • A team player	• Familiarity with cloud document platforms (Google Drive) • Policy management software • Understanding of safeguarding legislation in education • Understanding of data protection (GDPR)	Application form/ interview/ references

Other	• Display a commitment to the protection and safeguarding of children and vulnerable adults. • Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. • Emotionally resilient in response to information on safeguarding and related matters • High levels of discretion, tact and confidentiality. • Able to work flexibly, including supporting evening events		