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**PA and Assistant to the Bursar**

**Job Description**

**Post Title**: PA and Assistant to the Bursar

**Working Pattern**: The post is full-time (52 weeks). Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time of in lieu as agreed with the Bursar. During School holidays the working pattern will be as directed by the Bursar; usually between 0800 and 1700, but will not normally exceed 40 hours unless overtime is agreed.

**Hours:** 40 per week (8.30am to 5.00pm) 30 min unpaid lunch break (5 weeks paid annual leave - excluding bank holiday and statutory days).

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: The Bursar

**Post Objective**: To provide the day to day administration needs of the Bursar and effectively assist the Bursar in the operation of the Bursary Department. The Assistant to the Bursar is primarily responsible for the day-to-day functions detailed below and will be expected to perform such other reasonable tasks as requested in the course of their duties.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

**General Responsibilities:**

1. Be familiar with and adhere to the School’s policy and procedure, where applicable, in relation to your work to ensure that high standards of quality and good practice are maintained, developed and monitored.
2. Be aware of your responsibility under the School’s Health and Safety policy taking all possible steps to ensure a safe working environment, reporting all incidents or potential hazards.
3. Ensure all people are treated with respect, compassion, hospitality, and justice in the course of your work, thereby promoting the School’s core values and mission of equal opportunities through anti-discriminatory practice.
4. Responsible for ensuring that you keep your skills and knowledge up to date, participate in development reviews and attend relevant training courses.
5. Participate in the School’s appraisal and supervision processes, being set objectives and meeting development needs to improve performance and motivation.
6. Maintain confidentiality at all times in the course of your work.
7. Carry out any other task as may reasonably be expected at all times, at the request of the Bursar.

**Administration:**

1. Manage the Bursar’s diary, correspondence and filing.
2. Administrative support to other Bursary staff as required and agreed with the Bursar.
3. Manage queries from parents, prospective parents and suppliers.
4. Collate information with regards late class attendance
5. Manage daily post, email traffic and general queries to Bursary
6. Manage passport requirements for overseas trips
7. Record keeping (both hard and soft copy); filing and archiving with due regard to the Data Protection Act
8. Assist in the wider support functions of the school as directed by the Bursar.
9. Compose and produce correspondence for the Bursar’s signature where appropriate.
10. Perform duties of minute’s secretary for the termly Governors’ meetings and other ad hoc meetings when necessary.
11. Assist in the preparation of reports / presentations, committee papers etc.
12. Support the Bursar with general aspects of commercial lettings and event management
13. Maintain School licences, permits, insurance claims etc.
14. Take a full part in School life (e.g. Attendance at Open Day, Speech Day if required)

**Transport:**

1. Maintain diary for the use of the school minibus
2. Maintain a record of authorised drivers
3. Ensure that all Orley Farm vehicles are legally compliant with vehicle Tax and MOT testing.
4. Administer staff and disabled parent parking
5. Manage the distribution and recording of gate keys and radios

**Purchase Ledger:**

1. Maintain the PASS Finance Purchase Ledger database for orders
2. Ensure all invoices are presented to the Bursar for authorisation for payment