

<b>Job Title:</b>	<b>PA to the Deputy and Assistant Heads</b>
<b>Location:</b>	<b>Seaford College, Lavington Park, Petworth, West Sussex GU28 0NB</b>
<b>Job Purpose:</b>	<b>To provide full administrative support for the Deputy and Assistant Heads. Liaising with the Headmaster's PA, other members of SMT and the staff body.</b>
<b>Working hours:</b>	<b>830am – 530pm Monday to Friday Term time plus 3 weeks (37 weeks pa)</b>

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Coordinate scheduling and diary management for the Deputy and Assistant Heads ensuring a well-planned calendar with the end-to-end logistics proactively managed
- Screen and respond to general requests from students, staff, and parents on behalf of the Deputy and Assistant Heads
- Provide care and attention for visitors as required
- Develop effective and efficient administration processes and procedures utilising technology
- Prepare agendas and other documents for meetings
- Send out letters and information at the request of the Deputy and Assistant Heads

Seaford College is an independent co-educational boarding and day school. Founded in 1884, the College is situated in Lavington Park, south of Petworth, set in 450 acres of Outstanding Natural Beauty.

We are looking for a great team player with excellent communication and IT skills including Microsoft Office, initiative, compassion, and attention to detail. This is a busy role, so calmness under pressure is also essential, together with an open outlook and ability to liaise with stakeholders at all levels. Experience working in an educational setting would be advantageous but is not essential.

If you have the skills for this role, please do apply now.

All applications must be submitted on a Seaford College Application form, you will also be directed to a short online questionnaire. *All offers of employment are subject to an enhanced DBS, references, and other checks to our satisfaction.*

Closing date: Noon on Monday 21<sup>st</sup> June 2021. Interviews: Week commencing 21<sup>st</sup> June 2021.

Vacancy: PA to Deputy and Assistant Heads, Seaford College

Location: Near Petworth, West Sussex

Salary: To be discussed

Hours: Full time term time + 3 weeks