



Secretary to the Senior Team

Contract	Permanent, term time only – plus 10 additional days during the school holidays
Hours	Full-time - 40 hours per week Part-time hours may be considered for the right candidate, but a daily presence is required in the office. Monday to Friday between the hours of 8.30 am to 5.00 pm Occasional out of hours/evening/weekend work may be required
Location	Repton School Occasional travel to Repton Prep Flexibility to work from home during school holidays by agreement
Benefits	5.6 weeks paid holiday Pension scheme Free onsite parking Free Sports Centre membership
Responsible to	Executive Assistant to the Headmaster
Summary	The postholder will provide excellent administrative and secretarial support to members of the Senior Team

Diary & Meeting Management

- Proactive diary management, ensuring team members are prepared and informed.
- Managing meetings through planning and preparation of meetings, drafting agendas and supporting papers, distribution of papers, accurate minute taking, room bookings and refreshments.
- Ability to meet and manage last-minute requests.

Administrative & Secretarial Support

- To provide a full range of secretarial/administrative support to the members of the senior leadership team.
- Prioritising work in line with the demands of a boarding school environment.
- Assist with drafting and sending communications to pupils, staff, parents and key stakeholders.
- Maintain clear, effective and up to date filing systems.
- Creation and distribution of materials within design guidelines.
- Use of iSAMS (Management Information System) for collection and production of data and communication with parent, guardians and pupils

- Assist the Executive Assistant in providing inspection compliance support.
- Flexibility and resourcefulness to work at pace and out of hours as required to support a boarding school environment.
- Administrative support in the process of recruiting staff.
- Producing and distributing notes of twice-weekly staff meetings.
- Assisting with a variety of school events and functions, including event planning, organisation and execution.
- Preparation of rotas as appropriate.

Communication & Team Working

- As the first point of contact for the team, respond in a professional and timely manner to emails and enquiries.
- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Working collaboratively and cooperatively with other colleagues across the group, develop effective and supportive relationships with colleagues, internally and externally, both in terms of social interaction and positive support within the team.
- Demonstrate diplomacy, tact, discretion, sensitivity and confidentiality at all times.

Other Duties

- Take an interest in the School and how it functions to support its pupils.
- Awareness of legislative requirements including Safeguarding, GDPR, Safer Recruitment and Inspections.
- Work closely with the Headmaster's Executive Assistant, providing reciprocal cover as and when required, to support a seamless service to the Headmaster.
- Any other duties as required to support the Headmaster and his team or the office of the Headmaster.

Person Specification

Qualifications	Good general education – A Level or equivalent experience Qualifications in Secretarial and/or Business Administration (to at least RSA3/NVQ3) or equivalent
Experience	At least three years' experience at a senior level or in a similar role Previous experience of working in a team Experience of diary management and organisation of meetings Experience of working in a school is desirable Understanding of GDPR and the ability to maintain confidentiality and trust and all times High standard of presentation and accuracy in work produced Ability to work on own initiative, managing workload effectively – to monitor, follow-up and finalise tasks, prioritising where necessary. Ability to work well in pressurised situations, producing work quickly and accurate
Knowledge & Skills	Excellent IT skills in all MS Office applications, including Word, Excel, PowerPoint, Outlook, Forms and MS Teams Excellent communication, planning and organisational skills Good interpersonal and analytical skills Excellent customer service skills Excellent knowledge of English grammar and punctuation Strong attention to detail Accurate note taking Discretion and the ability to deal with matters of a confidential and/or sensitive nature An understanding of the importance of safeguarding in schools Knowledge of using a management information system, such as iSAMS
Training and Development	Willingness to further develop skills and knowledge
Personal Qualities	Able to maintain confidentiality Motivated, proactive, inquisitive, self-starter Committed to the role and the organisation Able to remain calm and professional under pressure Able to use initiative to deal with routine matters Able to work flexibly under pressure and to tight deadlines Good team player with a collaborative approach Excellent people skills