



Gordon's School

PA to the Deputy Head (Curriculum) – Job Description

Hours: 8.00am – 5.00pm Monday Fridays (term time plus 10 days, typically including exam results days and Sixth Form enrolment interviews in late August)

Reports to: Deputy Head (Curriculum)

Main Purpose of the Job

This is a key post with responsibility for the provision of effective and efficient administrative, secretarial and organisational support to the Deputy Head (Curriculum), contributing to the effective operation of the Curriculum Leadership Team and the wider academic life of the School.

Duties and Responsibilities

Executive Support

- Manage the Deputy Head's diary.
- Organise relevant meetings including Heads of Department Meetings, Academic Board meetings, Arete Deputy Heads meetings and other curriculum-related meetings.
- Produce agendas, prepare supporting documentation and take minutes for meetings as required.
- Draft and coordinate communications on behalf of the Deputy Head (Curriculum).
- Act as an initial point of contact for staff, parents and external stakeholders on curriculum-related matters.
- Provide administrative and organisational support to the Assistant Heads (Curriculum) as appropriate.
- Provide administrative and organisational support to the Associate Assistant Heads (Curriculum) as appropriate.
- Maintain electronic and paper filing systems, ensuring records and documents are organised, accurate and readily accessible, in accordance with GDPR.
- Monitor and track actions arising from meetings and follow up with colleagues as required.

Curriculum Administration

- Maintain curriculum-related documentation and records.
- Create the annual ARR calendar and the fortnightly Week A / Week B calendar.
- Support the Head of KS3 in the Year 9 GCSE Options process.
- Coordinate the collation, organisation and distribution of information relating to Academic Clinics, Drop-In Sessions and Pre-Exam Clinics throughout the academic year.
- Responsible for the organisation of virtual and face-to-face Academic Consultation Evenings, including attendance at evening events where required.
- Coordinate and administer curriculum-related events and activities throughout the academic year.
- Support the administration of curriculum reviews, policy updates and associated documentation.
- Assist in the maintenance and distribution of curriculum-related policies, handbooks and guidance documents.

Data and Systems Support

- Create and distribute Bromcom reports as required.
- Provide assistance to the Data Office Manager as required.
- Maintain and update curriculum content on the school website and other communication platforms as required.
- Ensure curriculum information published externally is accurate and up to date.

Operational Support

- Undertake general school office administration in conjunction with the School Office team.
- Provide assistance on GCSE and A Level Results Days and Sixth Form enrolment interviews in late August.
- Manage cover arrangements in the absence of the Cover Supervisor.
- Assist with the organisation and administration of INSET days, Academic Board events and curriculum-focused staff training activities.
- Coordinate room bookings and logistical arrangements for curriculum meetings and events.

Recruitment Administration

- Assist with administrative aspects of the curriculum recruitment process.
- Coordinate interview arrangements, including scheduling interviews and collecting references.
- Prepare interview day schedules and supporting documentation as required.

Safeguarding

- Promote and safeguard the welfare of children and young people in accordance with the School's safeguarding and child protection policies and procedures.
- Maintain an awareness of safeguarding responsibilities and comply with all School policies and procedures.

The above list of duties and responsibilities is not exhaustive and may be amended from time to time to meet the changing needs of the School.

Person Specification

Relevant Experience / Knowledge

Essential

- Demonstrable experience of administration skills.
- Experience of diary management and meeting administration.
- Excellent knowledge and demonstrable experience of Microsoft Office applications, particularly Word and Excel.
- Experience of handling sensitive and confidential information.
- Experience of analysing, organising and presenting information accurately.
- Experience of working with a range of stakeholders.
- Experience of using databases and management information systems.

Desirable

- Experience of working within an educational environment.
- Experience of using Bromcom.

Personal Skills

- Able to maintain confidentiality and exercise discretion at all times.

- Excellent interpersonal skills and the ability to communicate with a range of stakeholders effectively, both verbally and in writing.
- Excellent attention to detail.
- Good organisational skills with the ability to multitask and prioritise competing demands.
- Outstanding organisational and time-management skills.
- A proactive approach to work with the ability to use initiative.
- Strong problem-solving skills.
- Ability to work independently and collaboratively as part of a team.
- Flexibility and resilience in responding to changing priorities.
- Ability to work under pressure and ensure deadlines are consistently met.

Gordon's School is a Boarding and Day School and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate pre-employment screening, including an Enhanced DBS check.