



## Job Description

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Department:</b>	<b>Bursary</b>
<b>Responsible to:</b>	<b>Clerk to Council</b>
<b>Last reviewed:</b>	<b>May 2024</b>

### Job Outline

The post-holder will provide administrative support to the Chief Operating Officer/Clerk to Council, and the Deputy Clerk to Council in their work supporting the governance function of Haileybury and its international partner schools.

The role will involve liaising with the highest level of the School's management and leadership and therefore the post-holder must have excellent communication skills, a high degree of professionalism, be able to prioritise effectively and meet deadlines, and have excellent attention to detail.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

Supporting the governance function at Haileybury:

- Scheduling and arranging Governor meetings and visits (booking meeting rooms, arranging IT provision, reserving parking, ordering refreshments, etc.).
- Assisting in the drafting of meeting agendas and in the collation and circulation of meeting papers.
- Taking accurate minutes of meetings.
- Maintaining and updating the Governors' Portal.
- Arranging training for Governors.
- Ensuring Governors' safeguarding requirements and annual declaration forms are up to date.
- Onboarding new Governors and completing the necessary vetting checks.
- Responding to Governor enquiries.
- Assisting the Clerk and Deputy Clerk with ad hoc administrative tasks.

Supporting the governance function of our international partners:

- Arranging Governor Board meetings (usually via Zoom).
- Collating and circulating papers.
- Taking accurate minutes of meetings.

T +44 (0)1992 706 379  
Haileybury Hertford SG13 7NU

[haileybury.com](http://haileybury.com)  
Registered charity number 310013

- Ensuring Governors' safeguarding training is up to date.
- Arranging notarisation of HR documents for expatriate teachers.

General administrative support:

- Assisting the Chief Operating Officer/Clerk to Governors, and Deputy Clerk, with updating the School's policies and procedures, including collating staff comments, updating documents and uploading them to the School Portal.
- Providing general administrative assistance to the Chief Operating Officer, Deputy Clerk and Bursary Manager as required.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Administrative Assistant  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
A good standard of education	✓	
Educated to degree level		✓
<b>Knowledge, Skills and Experience</b>		
Proven experience in an administrative role	✓	
Experience of working with school governing bodies or charity trustees		✓
Experience of working with senior leadership or director level personnel	✓	
Experience of working in a school		✓
High level of computer literacy	✓	
Proficiency in Google Suite and Microsoft Office		✓
Good communication skills	✓	
Excellent standard of written communication	✓	
Experience of minute taking		✓
<b>Personal Attributes</b>		
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Accuracy of written work and excellent attention to detail	✓	
Well organised with the ability to prioritise work to deadlines and under pressure	✓	
Ability to learn quickly	✓	
Self-motivated and proactive	✓	
Polite, articulate, reliable, punctual, committed and honest	✓	