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**POSITION:** PA to the Assistant Head, Academic

**JOB OVERVIEW**

**Summary of role**

We are seeking to appoint an enthusiastic, inspiring, committed and experienced PA to join the Academic administration team at Saint Felix School.

This role will be Term time plus 6 weeks.

Starting from 1st September 2025.

Reports to: Assistant Head, Academic

Reports in: N/A

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| **Key Tasks** |  |
|  | **Academic & Strategic Support**   * Act as a central point of contact for academic logistics and planning, between the Assistant Head – Academic and key stakeholders including Heads of Faculty, pastoral lead and staff. * Assist in the collation, analysis, and presentation of academic performance data to inform teaching and learning strategies, staff CPD, and reporting cycles. * Maintain and update internal systems and documents related to curriculum delivery, tracking of academic progress, and assessment schedules. * Support the implementation and monitoring of the Saint Felix Diploma, including documentation, communication and deadlines in conjunction with the Head of Faculty. * Assist in coordinating and communicating initiatives related to the school’s digital strategy, including training schedules, rollouts, and feedback mechanisms. * Anticipate and respond to administrative needs across the academic calendar, maintaining high standards of communication, presentation, and discretion. * Manage the Assistant Head – Academic’s diary and schedule, ensuring efficient time allocation and coordination with wider leadership responsibilities. * Support the use of school systems, including ISAMS and digital learning platforms to ensure the efficient running of the school. |
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| **Timetable, Subject Choices & Scheduling**   * Support the Year 10 and 12 options process, including liaising with students, parents, and staff, compiling choices, and supporting the construction of the academic timetable. * Provide administrative support during the timetable planning process, including data input, conflict identification. * Help in the production of the cover and duty rotas in collaboration with relevant staff. |
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| **Examination Responsibilities**   * Lead the end-to-end administration of all public and internal examinations, always ensuring compliance with JCQ and awarding body regulations. * Manage exam entries and registrations, liaising with staff, SENCOs, and external bodies to ensure accuracy and timely processing. * Oversee the organisation and training of invigilation staff * Ensure secure receipt, storage, and distribution of examination materials, with strict adherence to security and confidentiality protocols. * Coordinate the collection and dissemination of results, producing documentation for analysis and communicating outcomes to students and families as required. * Maintain accurate historical records of examination data, access arrangements, special consideration applications, and result enquiries. |
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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Qualifications** | A Levels | Degree level or relevant qualification |
| **Experience** | Experience in a similar role |  |
| **Knowledge** | Knowledge of independent school examination processes and requirements  Excellent writing skills  Proficient in the use of IT Systems including Microsoft Office packages  Exceptional interpersonal and communication skills, including the ability to effectively communicate with a wide range of contacts both internally and externally. |  |
| **Skills and Attributes** | Excellent writing skills  Proficient in the use of IT Systems including Microsoft Office packages  Analytical and critical thinking  Data interpretation  Problem solving  Exceptional interpersonal and communication skills, including the ability to effectively communicate with a wide range of contacts both internally and externally. | Experience of working in small teams |
| **Personal Qualities** | * Be an effective team player that works collaboratively and effectively with others * Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences * Support, motivate and inspire both colleagues and pupils by leading through example * Suitability to work with children * Confidence, warmth, sensitivity, reliability and enthusiasm | |
| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  **Demonstrate a commitment to:**   * safeguarding and child protection equalities * promoting the school’s vision, values and ethos * high quality, stimulating learning environment * relating positively to and showing respect for all members of the school and wider community * ongoing relevant professional self-development | |

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| I have read and understood the responsibilities for the position of PA to Assistant Head, Academic. I am aware that the Job Description is subject to change accordance with the needs of the business. | | | |
| **Name:** |  | | |
| **Signed:** |  | **Date:** |  |

Saint Felix School Ltd committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).