



COTHILL HOUSE

THE INSPIRATIONAL BOYS' BOARDING PREP SCHOOL

PA to Headmaster/Office Administrator

September 2021

A wonderful opportunity has arisen to join a thriving team at Cothill House.

As the Headmaster's PA you will support him with all his personal correspondence and communications. Alongside this, you will be responsible for minute taking at the weekly SMT meetings, organise school events and maintain the School's Single Central Register.

You will also work closely with the Marketing and Admissions teams. The role is based in the main school office and is term time only.

The ideal candidate will be:

- Highly organised and have excellent attention to detail.
- Has the ability to maintain a high level of discretion and confidentiality.
- Has excellent communication and written skills.

Main responsibilities:

- Headmaster's personal correspondence and communications.
- Minute taking.
- Maintaining the school database.
- Co-ordinating the ISEB tests for Years 6 and 7.
- Organising school events, such as sports tournaments and Open Days.
- Maintaining the Single Central Register.
- Writing fortnightly newsletters to parents.
- Coordinating staff training and courses.
- Coordinating staff recruitment and interview process.

Admissions

- Maintaining the Admissions database.
- Writing the termly Admissions newsletter.
- Assisting the Registrar with all aspects of the Admissions process.

Marketing

Assisting the Marketing Manager with all aspects of the school marketing

Safeguarding

All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.

This job description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Hours

Monday - Friday 9am-5pm (Term Time only)

Salary

£25,000 - £30,000 depending on skills and experience.

Deadline

Wednesday 7th July 2021

To apply please fill out the application form and send it with a letter addressed to the Headmaster Duncan Bailey to his PA Sophie Willis at sophie@cothill.net

The names, addresses and telephone numbers of two referees at least are also required, one of whom should be a present and/or previous employer. Please indicate clearly in your letter when it would be appropriate for referees to be approached.