

CITY OF LONDON
SCHOOL FOR GIRLS

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Information Pack for the position of

PA to Senior Deputy Head and School Administrator

The role

We are seeking an experienced and highly organised professional for the role of PA to the Senior Deputy Head and School Administrator.

The purpose of the role is to provide efficient PA support to the Senior Deputy Head, providing a range of secretarial, clerical and administrative services.

As part of this, you will:

- Oversee the maintenance of pupil data in the School Information Management System, coordinating this complex workload across the school.
- Oversee the allocation of cover duties to members of teaching staff and publication of these duties, under the oversight of the Senior Deputy Head.
- Deputise for the Head's EA, during any period of absence or leave, providing secretarial and administrative cover to the Head. Ensuring a high level of support whilst maintaining the utmost discretion and confidentiality.

This role is offered on a year-round full-time basis, working 37.5 hours per week.

The salary for this role is from £45,650 per annum (plus a contract hours payment), depending on qualifications and experience.



Main duties & responsibilities

Secretarial & administrative

1. Diary management – organise meetings and appointments for the Senior Deputy Head ensuring effective scheduling and diary management. On the Senior Deputy Head's instruction, coordinate scheduling for members of the senior management team to ensure efficient time management.
2. Correspondence – answer and filter incoming calls, email correspondence and staff requests for the Senior Deputy Head. Managing a heavy workload and complex situations with the highest level of professionalism and efficiency.
3. Documentation – manage the drafting of letters, lists, reports, and staff communications for the Senior Deputy Head, ensuring that all letters and communications conform to the standards required by the school and the City of London Corporation.
4. Visitors – meet and greet visitors to and from their appointments with the Senior Deputy Head and other senior members of staff.
5. Minutes – take, type and store minutes of meetings as required: Thursday Staff Briefings, SMT meetings, Health & Safety Committee Meetings, and Wellbeing Committee Meetings including using the school's intranet and MS Office products for document storage and circulation.
6. Assist the Senior Deputy Head in the allocation and publication of cover including managing emergency requests for cover, collating instructions and coordinating communications on behalf of the Senior Deputy Head.
7. Coordinate and support the management of Policy and Critical Incident documents for the Senior Deputy Head.
8. Handle and manage confidential documents and information ensuring correct storage, security, date-relevance, and accuracy, with the utmost discretion and sensitivity.
9. Continuously review procedures to facilitate improvements and enhance effectiveness and efficiency of services provided to the Senior Deputy Head.



Main duties & responsibilities

10. Raising relevant POs required by the work of the Senior Deputy Head and organising payments of invoices.
11. Under the oversight of Senior Deputy Head:
    - send reminders for and collate the Informal Complaints log,
    - upload or collate relevant documentation e.g. staff handbook, induction files,
    - monitor and log INSET Request Approvals for the Senior Deputy Head,
    - liaise with Facilities and Catering teams to arrange event set-ups and catering as required,
    - monitor and send reminders regarding UKVI status of pupils.

Pupil data & compliance

1. Support the Senior Deputy Head, Data Coordinator, and Head of Facilities & Compliance to ensure the school fulfils its statutory data and compliance duties.
2. Work collaboratively with the Senior Deputy Head, Deputy Head (Pastoral) and Deputy Head (Academic) to ensure all staff training data (e.g. Safeguarding Induction, CoL New Starter Induction courses, Safer Recruitment) is inputted and stored accurately and safely with HR.
3. Support the Senior Deputy Head in arranging regular meetings with the compliance team.
4. Oversee and manage the maintenance of up to date information in the school Information Management System, sharing with staff when appropriate.
5. Auditing of the Single Central Register (SCR) – liaise with the HR department to organise a rolling audit of the SCR under the direction of the Senior Deputy Head.
6. Maintaining a log of lessons missed alongside cover lesson records.
7. Support Senior Deputy Head in ensuring P20 Return to work forms are completed and submitted to HR for all Teaching staff returning to work after illness.



Main duties & responsibilities

Other

1. Assist and cover the Head's EA in providing support to the Head and other members of the Senior Management Team, including welcoming a range of visitors to the school, liaising with governors, and supporting at various meetings. Line manage and oversee the allocation of administrative workload when Head's EA is unavailable.
2. Arranging teacher duty rota and managing swaps.
3. Undertaking Professional Services New Starter inductions and administrative support for new teacher inductions.
4. Liaise with the Senior Deputy Head and other Deputy Heads to support with communications to parents and other letters as required.
5. To take on other duties from time to time as agreed with the Senior Deputy Head.

General

1. Provide assistance and cover for administrative colleagues including medical centre cover and when necessary reception duty in support of the SMT and Head's EA, as and when required.
2. Undertake any other duties that may reasonably be requested appropriate to the grade.
3. Actively seek to implement the City of London Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
4. Actively seek to implement the City of London Corporation's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
5. The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Designated Safeguarding Lead.



Main duties & responsibilities

Confidentiality

All matters and routines within the remit of the post are deemed to be confidential and any breach of confidentiality in any respect may constitute grounds for dismissal.

Revision of Job Description

According to the development and requirements of the school, job descriptions may need to be revised and updated periodically, after consultation with the post holder.



Person specification

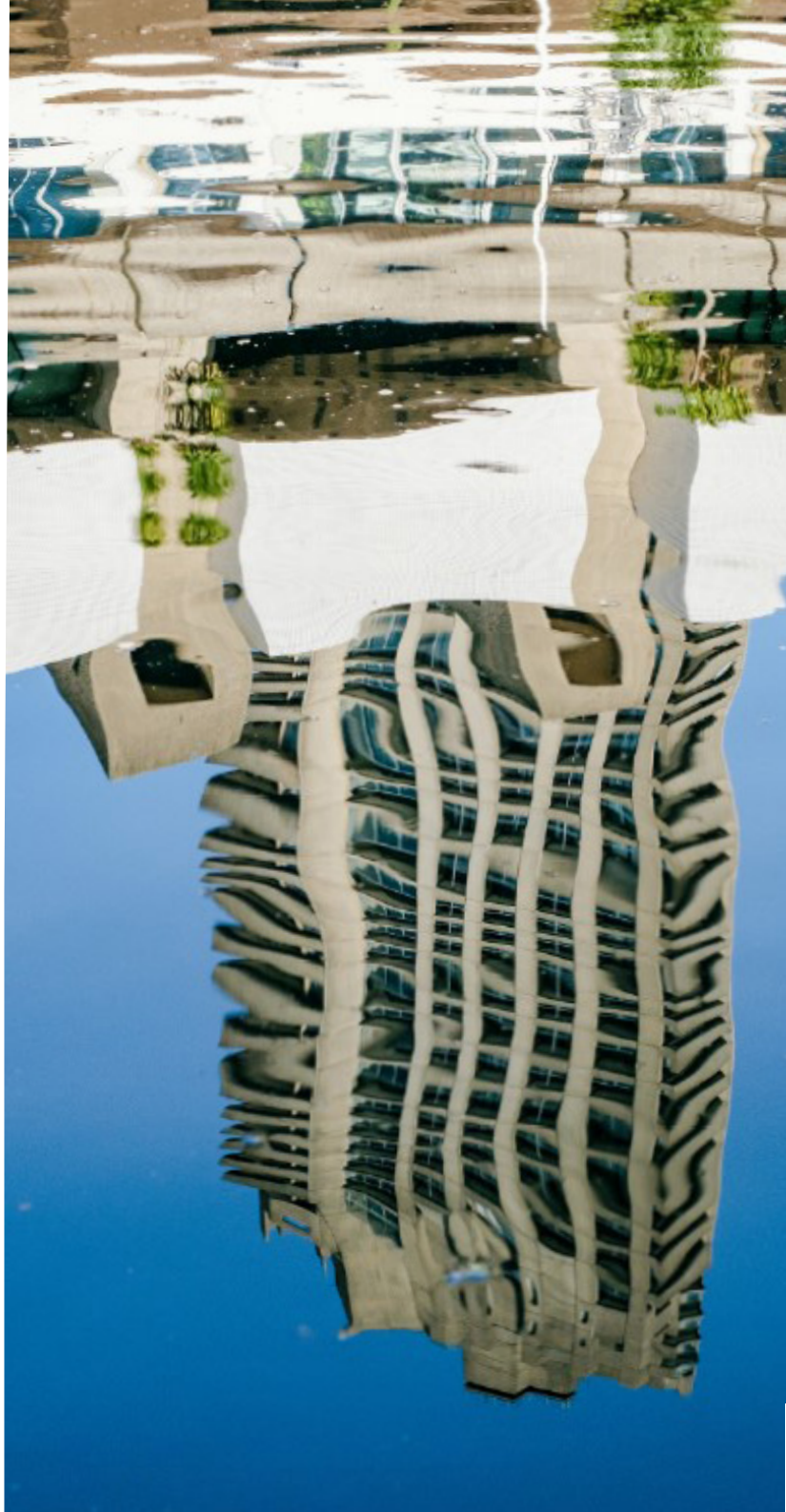
Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional qualifications / relevant education and training

- Strong level of education, as may be indicated by A-level standard or possess an equivalent level of skills, knowledge, and experience. (A/I)
- A strong knowledge of Health & Safety, Data Protection and school compliance obligations and standards as it relates to the duties of the post. (I/T)

Experience required

- Working in a similar type role for a senior manager / senior management team undertaking a range of administrative support. (A/I)
- Highly proficient in using iSAMS (the School's Information Management System), or similar, to an advanced level, or willing to be trained to do so. (A/I/T)
- Highly efficient use of all core Office programs, including Outlook and Microsoft Teams. (A/I/T)
- Ability to acquire a good working knowledge of the school's processes and policies and to utilise this knowledge to provide efficient support to the Senior Deputy Head and other senior members of staff. (I)
- Developing and maintaining administrative systems and procedures. (A/I/T)
- Prioritising and managing a varied workload, making key decisions under pressure, working to meet targets over a sustained period of time without compromising on the quality or accuracy of the work produced. (I/T)
- Liaising and communicating with senior and external stakeholders tactfully, effectively and to a consistently high standard. (A/I/T)



Person specification (cont'd)

Technical skills and knowledge

- Excellent written communication skills in producing a wide range of documentation and correspondence to a very high standard. (A/I/T)
- Excellent interpersonal skills with the ability to build effective and constructive relationships with the school's senior management team, internal and external stakeholders. (I/T)
- Ability to develop, review and maintain administrative systems and procedures. (A/I)
- Pro-active approach to planning and prioritising work, with the ability to use initiative appropriately. (I/T)
- Ability to accurately take / write minutes using shorthand. (I/T)



Staff development and benefits

Members of staff at the City of London School for Girls enjoy competitive salaries.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

The school is part of the City of London Corporation along with City of London School, Freemen's School, and City Junior School.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



How to apply

The closing date for this role is 9am on **Monday 23 November 2026**. Please note that we reserve the right to appoint before this deadline and therefore encourage early submissions.

To apply, please submit an application form via CVMinder, including a detailed covering letter outlining your suitability for the role and your vision for the academic development of the City of London School for Girls. We welcome candidates who share our commitment to academic excellence and innovation within a supportive and ambitious learning community.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

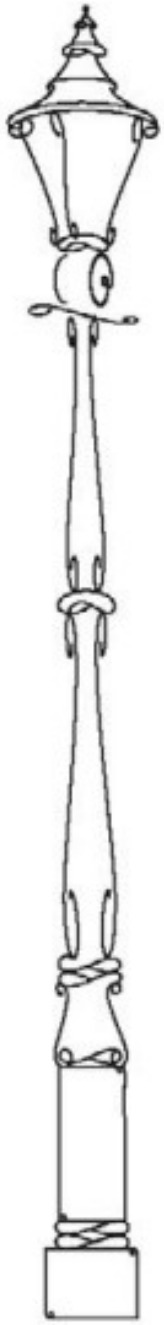
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- You should declare any relationships you have to members or other employees of the City of London Corporation
- Shortlisted candidates will be required to declare all criminal offences, including those that are spent

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/ belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, which is available here, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Our recruitment policy can be found here.

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



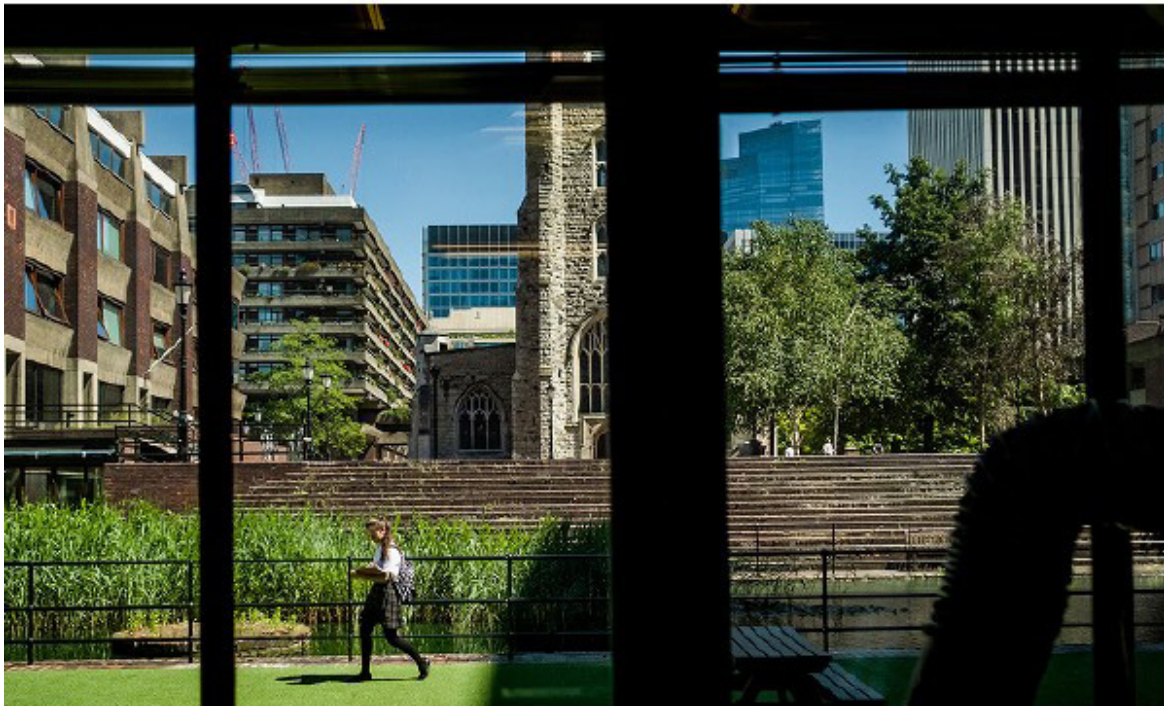
Our school

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

The school has about 800 pupils. There are c,200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries.



Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

Our vision

We inspire our pupils to **find their space to pioneer.**



Our strategic development plan will ***ready*** our pupils in five key areas:



Our strategic development plan can be read in full on our website by clicking this link.