



Chigwell School

JOB DESCRIPTION

Job Title: Bursar's PA and Chigwell Mitre Enterprises (CME) Business Manager

Responsible To: The Bursar

Hours of Work: Monday to Friday, 8.00 am to 4.30 pm. However, attendance at events outside the core working hours will be necessary, including Open Days and Speech Day.

Main purpose of the job:

To provide high-level administrative and organisational support to the Bursar and Director of Operations, while also supporting the HR function and contributing to the management of school business operations.

The role combines executive assistance, HR administration, and commercial management, requiring discretion, efficiency, and excellent interpersonal skills.

The emphasis of the role is to maximise internal and external customer satisfaction, ensuring a professional and friendly experience

Main Duties and Key Responsibilities:

Personal Assistant Duties

- Act as the first point of contact for the Bursar, managing communications, correspondence, and enquiries.
- Organise and maintain diaries, schedule meetings, and coordinate travel and accommodation arrangements.
- Prepare meeting agendas, take minutes, and follow up on action points.
- Draft, proofread, and format documents, reports, and presentations.
- Maintain accurate records, filing systems, and databases.
- Assist Director of Operations, ensuring professional and timely communication.
- Liaise with internal and external stakeholders, ensuring professional and timely communication.
- Handle confidential information with discretion.
- Organisation of major events in the School Calendar (Speech Day/Summer Ball)

HR Administration

- Assist with recruitment processes, including drafting job adverts, coordinating interviews, and processing pre-employment checks, including DBS checks.
- Maintain and update HR records, personnel files, and ISAMS systems.
- Support onboarding and induction processes for new staff.
- Administer staff absence, holiday, and training records.
- Draft employment letters and documentation in line with HR policies.
- Ensure compliance with employment legislation and internal policies.
- Support HR projects and initiatives as directed.

CME Business Manager Duties

- Answer and respond to telephone calls and emails regarding the use of the School's facilities.
- Maintain the SchoolHire facility booking platform
- Meet with clients and provide site tours.
- Record payments, manage banking, and oversee credit control.
- Liaise with the Catering Manager regarding clients' catering requirements.
- Notify relevant staff when facilities are booked.
- Arrange for facilities to be opened/unlocked before events and secured afterwards.
- Coordinate heating, cleaning, security, and other operational needs for on-site functions.
- Administer school-run activity courses, including publicity, registrations, administration, and ensuring staff are properly police-checked.
- Arrange for coaching staff to be paid.

PERSON SPECIFICATION

Essential

- Proven experience as a PA/Executive Assistant or HR Administrator
- Strong organisational and time-management skills with the ability to prioritise.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High level of accuracy and attention to detail.
- Ability to handle sensitive and confidential information with utmost discretion.
- Strong interpersonal skills and ability to build relationships at all levels
- Professionalism and discretion.
- Initiative and problem-solving skills.
- Flexibility and adaptability.
- Team player with a proactive approach.
- Commitment to continuous professional development

Desirable

- Experience working in education.
- Knowledge of HR processes, employment law, and best practice.
- Experience with ISAMS or HR systems