

**Junior School Head’s PA and Registrar**Candidate Information Booklet

HEREFORDCS.COM   
01432 363511

**Welcome**



Thank you for your interest in the position of Head’s PA and Registrar at Hereford Cathedral Junior School.

This position provides an opportunity for you to play a pivotal role in the life of a thriving and happy school.

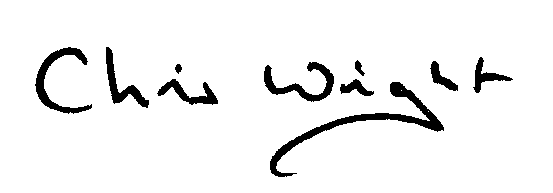
Hereford Cathedral Junior School educates 220 children aged from 3 to 11. Through strong pastoral care, small classes, a mixture of class based and subject specialist teaching and the wide range of activities on offer, we seek to meet the specific needs of every pupil – providing stretch and challenge in the classroom and a wide variety of opportunities to develop individual interests, skills and self-esteem.

We are proud of our children – their enthusiasm, relationships and behaviour. These characteristics underpin all that we achieve – and our staff and children achieve a great deal! All that we do – in the classroom, on the stage, on the games field and musically too - is characterised by our enthusiastic and well behaved children.

The Junior School Head’s PA & Registrar is based at the Junior School, at 28 Castle Street. As Head’s PA, you will get involved in many different aspects of school life, from Human Resources to Regulatory Requirements, from supporting your colleagues to school marketing and publicity. As Registrar you will play a vital role in recruiting and welcoming new children and families to our school community.

You will find further details of our school and the role in this booklet, as well as details about how to apply, the closing date and proposed interview date. In the meantime, please do feel you can get in touch if you have any queries or would like to discuss the role – either with our HR Officer, Cath Knowles ([c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)), or directly with me.

I look forward to hearing from you!



Chris Wright

Head of the Junior School

[c.wright@herefordcs.com](mailto:c.wright@herefordcs.com)

**ISI Integrated Inspection of Hereford Cathedral School 2014**

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| Main Findings | ISI Grading: HCS | ISI Grading: HCJS |
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| **The quality of academic and other achievements and learning:** |  |  |
| * The quality of the pupils’ achievements and learning | Excellent | Excellent |
| * The contribution of curricular and extra-curricular provision | Excellent | Excellent |
| * The contribution of teaching | Excellent | Excellent |
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| **The quality of the pupils’ personal development:** |  |  |
| * The spiritual, moral, social and cultural development of the pupils | Excellent | Excellent |
| * The contribution of arrangements for pastoral care | Excellent | Excellent |
| * The contribution of arrangements for welfare, health and safety | Excellent | Excellent |
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| **The effectiveness of governance, leadership and management:** |  |  |
| * The quality of governance | Excellent | Excellent |
| * The quality of leadership and management, including links with parents, carers and | Excellent | Excellent |

*HCS: Hereford Cathedral School / HCJS: Hereford Cathedral Junior School*

*ISI use a four point grading scale when making judgements of quality, these are ‘Excellent’, ‘Good’, ‘Sound’ or ‘Unsatisfactory’.*

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*“The children, from the nursery class eagerly talking about their book choices in the school library, to the reception children, busy with puzzles and problem solving, to Year 4s enthusiastically reciting poetry, are the best possible advertisement for the school. Each child we spent time with was friendly, relaxed, happy and engaged. Bouncing about full of things to talk about. You can pretty much hear their little brains fizzing. A delightful place to start exploring life’s possibilities.”*

*The Good Schools Guide Review 2013 of Hereford Cathedral Junior School*

**Aims, Ethos & Vision**

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world.

We seek:

* To meet pupils’ academic and personal needs and to promote the acquisition of moral values.
* To provide an environment in which pupils feel valued and learn to work co-operatively in a community.
* To provide a balanced, appropriate and challenging curriculum and a wide range of extra-curricular opportunities.
* To encourage pupils to achieve their academic potential and to foster a climate in which teaching and learning of high quality are given central priority.
* To ensure a high degree, within and outside the formal pastoral structure, of personal care, support and guidance.
* To respond to pupils’ aspirations and to be attentive to those of parents, and to their views.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the school and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain qualities and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.

**A Brief History**

Hereford Cathedral Junior School started life as The Cathedral Preparatory School in 1898 in a tin shed in the grounds of 5 Harley Court where less than one dozen boys were taught by two spinster ladies. Over the years the School grew and was privately owned and run for most of its history. It moved to its current location, 28 Castle Street, in 1925 and has grown to occupy a number of buildings in the street. It became co-educational in 1990 and part of the wider Hereford Cathedral School in 1994. It has close links with the Cathedral as it continues to educate the choristers.

**Life at the School**

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of ‘their’ school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to our Christian ethos, although we welcome and value those of other faiths too

*“The School successfully meets its aim to help pupils reach their academic potential by creating a supportive learning environment in which they (the pupils) develop a love of learning and feel able to take risks and develop ideas”*

*“Pupils’ success is the result of teaching of high quality within a broad and interesting curriculum, which includes many trips and talks from visitors, as well as the provision of a wide range of extra-curricular activities.”*

*“Pupils of all ages thrive, are confident, and are at ease with themselves and with their peers and the adults with whom they come into contact.”*

(ISI Integrated Inspection 2014 of Hereford Cathedral Junior School)

**Hereford and Herefordshire**

***A cosmopolitan city, culture and a taste of tranquil countryside***



As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England’s least spoiled counties.

Hereford and the county beyond - with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside - affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally-acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

Hereford itself also offers a wide-range of independent eateries, great places to eat and drink; a new Odeon and a great shopping centre. Commuting is easy with great transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The cathedral and school play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently. ([www.visitherefordshire.co.uk](http://www.visitherefordshire.co.uk))

**Quick Facts**

**Hereford Cathedral Junior School** (Head of Junior School: Mr Chris Wright)

28 Castle Street, Hereford HR1 2NW

Tel: 01432 363511, Email: [enquiry@herefordcs.com](mailto:enquiry@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Day/Co-Education

Age Range: 3 to 11 years

Roll: 220 pupils

Fees: £2,085 to £3,373 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: IAPS

**Hereford Cathedral School** (Headmaster: Mr Paul Smith)

Old Deanery, The Cathedral Close, Hereford HR1 2NG

Tel: 01432 363522, Email: [schoolsec@herefordcs.com](mailto:schoolsec@herefordcs.com), Website: [www.herefordcs.com](http://www.herefordcs.com)

Type: Day/Co-Education

Age Range: 11 to 18 years

Roll: 495 pupils

Fees: £4,536 per term

Inspection: ISI – Excellent in all areas (2014)

Affiliation: HMC

*“Parents are overwhelmingly positive and supportive of the School, and are very happy with the education their children receive*.” (ISI Integrated Inspection 2014 of Hereford Cathedral Junior School)

*“Pupils are an absolute delight – very supportive of one another, articulate and appreciative. Comfortable in their own skin, but not full of themselves. Extremely positive about the School and proud of their achievements, but no trace of entitlement or arrogance – if they are a little on the quiet side one gets the impression that this is the result of not having to shout in order to be heard.”* (The Good Schools Guide Review 2013 of Hereford Cathedral School)

**The Role: Head’s PA and Registrar**

Location: Hereford Cathedral Junior School, 28 Castle Street, Hereford.

Work pattern: 35 hours per week 08:15 -16:15 (term time plus 4 weeks – 40 weeks per year)

Salary: This post is paid from point 13-18 on the Support Staff Scale. Point 13 is a FTE salary of £18,970. This equates to £16,160 for the work pattern detailed above.

Hereford Cathedral Junior School seeks a capable, personable and professional Head’s PA and Registrar, to work term plus 4 weeks.

As Head’s PA, you will get involved in many different aspects of school life, from Human Resources to Regulatory Requirements, from supporting your colleagues to school marketing and publicity. As Registrar you will play a vital role in recruiting and welcoming new children and families to our school community.

The school has high standards across the board and an enviable reputation for Sport, Music and Drama. It was found to be “excellent” in each of the eight categories by ISI in its last inspection.

An application form and information pack, including details of opportunities to visit the school, may be downloaded from the school website [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies). Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com) .

**The closing date for applications is midday on 17th January 2018**

Interview date: Monday 22nd January.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to DBS clearance, satisfactory employment references and pre-employment checks.***

Registered in Cardiff No 2081261 (Limited by Guarantee)

Registered Charity No 518889

**Job Description: Head’s PA & Registrar**

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| **Post Title** | Personal Assistant to Head of Junior School  Junior School Registrar  Based at Junior School, 28 Castle Street, Hereford HR1 2NW |
| **Salary Point(s)** | This post is paid from point 13-18 on the Support Staff Scale. Point 13 is a FTE salary of £18,970. This equates to £16,160 for the work pattern detailed below. |
| **Hours/Weeks** | 35 hours per week (not including unpaid break)  Term time plus 4 weeks - 40 weeks per year |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation**  Hereford Cathedral School is one of the UK’s leading independent co-educational day schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:** The post holder reports to the Head of Junior School. |

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| **Accountabilities:**   1. To act as PA to the Head of the Junior School. 2. To act as Registrar for Junior School and liaise closely with the Marketing and Admissions department based at the Senior School. |

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| **Responsibilities:**  **As Head’s PA**   * Provide secretarial support to Head of the Junior School, managing his diary and correspondence and making decisions within agreed parameters. * Liaise with parents, pupils, staff and governors on a regular basis. * Maintain admissions register in accordance with ISI inspection requirements and to provide statistical information on pupil numbers on roll and projections for the Head of the Junior School, SLT, Bursary and Governors. * Arrange for the printing and distribution of reports. * Undertake fire warden duties and attend training as necessary. * Provide information to the accounts department and Local Authority as necessary, particularly regarding Nursery Funding. * Management of Junior School staff confidential files. * Take ownership and responsibility for the provision of pre-inspection information to the Independent Schools’ Inspectorate. * *De Facto* senior member of the support staff in the Junior School, attend occasional meetings organised by the Bursar.   **As Registrar**   * To take ownership and responsibility for the process of children and families joining (and leaving) the school community. * To attend to enquiries from prospective parents and to organise visits of prospective parents and pupils. * To play a part in organising open events. * To be the first point of contact with prospective parents from first contact until first day of term. * To track each enquiry from first contact to registration. * To provide admissions data and assist in its interpretation. * Liaise with other schools, nurseries and the local authority in the admission of new pupils and leavers. |

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| **Safeguarding and Protection of Children and Young Persons**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy   **Particular H&S issues for this post are:**   1. sit and use standard office VDU equipment plus other office equipment |

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| **Person Specification** | | | |
| **Essential Criteria** | | **Desirable Criteria** | |
| **Qualification** | | Completed a broad education with GCSE grade C and above in English Language and Maths (or equivalent) | | Hold a recognised Business Administration qualification such as LCCI Diploma, NVQ, BTEC, HND, RSA or equivalents  Hold a recognised IT qualification such as Computer Literacy and Information Technology (CLAIT) or European Computer Driving Licence (ECDL) |
| **Experience and Knowledge** | | Previous experience in a similar role including both Office Management and PA experience at senior manager level (likely to be a minimum of 2 years’ experience)  Experience of handling a wide range of enquiries and an excellent telephone manner | | Supervising and directing others to meet targets  Has an understanding of education within an Independent School setting  ISAMS |
| **Skills** | | High level of secretarial skills using Microsoft Office packages, particularly Word, Excel, PowerPoint and Outlook  Demonstrates high levels of time management using own initiative to manage a heavy workload and at times conflicting priorities as well as tracking progress on a wide range of tasks | | Dictation |
| **Aptitude** | | Can take responsibility and is not afraid to make decisions  Excellent attention to detail.  Discretion at all times and confidentiality when appropriate  Be articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude.  Have good communication skills both on phone and in person  Enjoy working as part of a team. Have a good sense of humour and perspective.  Creates good rapport with staff, parents and pupils  Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges and still be able to meet deadlines whilst producing work that is accurate and with a high level of numeracy | |  |
| **Circumstances** | | Able to work flexibly, some earlier starts, evenings and weekends will be required in support of wider school functions from time to time  Able to travel to attend events e.g. Home Office seminars | |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people | | |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity | | |  |

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| **Declaration**  I have received a copy of this job description and undertake to carry out the duties as described.  Employee Signature ……………………………………………….. Date ………………….  Print name ……………………………………………………………………………..………….. |