



St Swithun's Prep School

**PA to the Senior Leadership Team
To start July 2018 or as soon as possible afterwards.**

BACKGROUND

St Swithun's School is set on an impressive and attractive campus of 45 acres overlooking open countryside, and offers girls exceptional teaching, sporting and recreational facilities. The junior school is housed in a brand new, state of the art building that opened in September 2015. We are non – selective and take girls from 3 - 11 and boys in our co-ed Nursery, with a total pupil role of approximately 200. The adjoining senior school offers day, weekly and full boarding options for 520 girls aged 11-18.

Our vision is to provide a world class all-round education, with forward looking teaching methods, and a keen focus on attitudes towards life and learning. By the time our children leave us we hope they will be will be fearless, compassionate, resilient and self-confident with a love of learning, a moral compass and a great sense of humour. Our school is a fantastic place to work, and a wonderful place to learn. We are very proud of our most recent ISI Educational Quality Inspection (February 2017) where we were judged to be excellent in all areas.

ROLE AND RESPONSIBILITIES

This is a new role at St Swithun's prep school and the successful candidate will be a key member of support staff team which will comprise, in addition to this role, a Registrar & Office Manager, and a Receptionist & Office Administrator.

This is an exciting opportunity for an experienced PA to offer efficient and friendly support to the Headmistress and two Deputy Heads (the SLT). The PA to the SLT will report directly to the headmistress; a can-do attitude and sense of humour will be essential.

The position is full-time term time (plus 4 weeks part time) and permanent. The post is available from July 2018.

JOB DESCRIPTION

The job description sets out, but is not limited to, the main roles and responsibilities of the post.

General

- All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Headmistress.
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's Safeguarding policy and adhere to all other policies set out by the school.
- All staff must comply with the Staff Code of Conduct, setting exemplary standards of behaviour, appearance and attitude.

Support to the Headmistress

- Daily diary management
- Providing administrative support as required
- First point of call for parents and staff wishing to see the Headmistress

- Welcome visitors to head's office and ensure their experience is warm and welcoming
- Dealing with incoming correspondence by email, phone and post
- Bookings for the Headmistress's conferences and courses and making other travel bookings
- Dealing with headmistresses expenses
- Proof reading the Headmistress's reports, newsletters and other communications
- Maintain a shared electronic filing system
- Staff recruitment and maintaining staff files
- Maintain a record of concerns and complaints
- Maintain Christmas card and birthday lists
- HR communication
- Marketing support
- Staff professional review administration
- Weekly bulletin to staff
- Meeting minutes and agendas e.g. weekly staff meeting and SMT meeting

Support to the Deputy Head Pastoral

- Daily diary management
- Day to day operational support
- Assist with whole school calendar admin
- Proof reading communications to parents

Support to the Deputy Head Academic

- Daily diary management
- Assist with the production of academic reports
- To assist with 11+ admin e.g. arrange Y5 meetings, liaise with the headmistress regarding confidential head's reports
- Proof reading communications to parents

Key Responsibilities and Events

- ISI inspection – portal management for the prep school and compliance/policy schedule
- ISC annual census
- Organising some school events including speech day and carol service
- Coordinate new staff induction
- Catering and additional information (AI) requests (day to day and events)
- Liaising with the PTA regarding PTA events
- Communication to school council and managing visits to the school by council members
- School post (training can be provided)
- SIMS (school database - training can be provided)
- Staff MIDAS administration
- Cover for front of house during staff breaks and absence
- Support for the registrar with admissions as needed
- Support for other admin staff, as reasonably requested by the headmistress
- Attend weekly bursary meetings and feed back to the SLT

As part of your role you will develop relationships with the following:

- PA to the Senior school Headmistress
- Marketing
- Development and Outreach
- Registrars (prep and senior)
- Bursar and bursary staff (finance and operations)
- Estates team

PERSON SPECIFICATION

Essential	Desirable
Skills, aptitude, knowledge and experience <ul style="list-style-type: none"> • Experience in a PA role or role involving the administration for teams in a complex organisation • An understanding of a customer-facing, service-driven environment • Excellent interpersonal skills including diplomacy, tact and sensitivity • Outstanding organisational and administration skills, and the ability to work to strict deadlines under pressure • Outstanding command of spoken and written English, including a friendly and professional telephone manner and the ability to deal with visitors in a calm and courteous manner • A keen eye for detail, exemplary accuracy and a systematic approach to task and project management • A proactive and approach to planning and prioritising work and the ability to use initiative • To maintain a high level of output and juggle competing priorities • Excellent IT skills, including excel, word, Office 365 and database input 	<ul style="list-style-type: none"> • School PA/administration experience • Desk top publishing skills • An understanding of marketing principles • Knowledge of SIMS database • Knowledge of school admissions procedures • Knowledge of ISI documentation and inspection processes
Personal qualities <ul style="list-style-type: none"> • Exemplary levels of confidentiality and personal integrity when handling sensitive situations • The ability to work as part of a team and support others as necessary • Honesty, generosity, energy, a can-do attitude and a sense of humour • A love of working with children and their families • A professional and friendly manner with all members of the school community • Maintain appropriately professional standards of dress and appearance • Able to identify with and support the school's vision and aims 	<ul style="list-style-type: none"> • A willingness to support the wider life of the school and support school events
Qualifications <ul style="list-style-type: none"> • GCSE Maths and English 	<ul style="list-style-type: none"> • A 'Levels or equivalent • Qualifications in business administration • Degree level qualification • A clean driving license

This is a new role and the successful candidate should expect the role to evolve over time. Willingness and flexibility are essential to this role.

WORKING HOURS

Term time (usually 35 weeks), full time: normal working hours will be Monday to Friday, from 8am to 4.30pm with a half hour unpaid lunch break (40 hours per week).

Non-term time, part time: 20 days (or equivalent part days) to be worked flexibly, in agreement with the Headmistress. Non-term time working hours will normally be 9.30am to 3.00pm with 30 minutes unpaid lunch break (25 hours per week).

Non-term time cover is likely to be needed at the following times (in full or part days):

Autumn term	4 days before the start of the autumn term 2 days during the October half term
Spring Term	2 days at the end of term
Summer Term	2 days before the start of term 5 days at the end of term
Additional holiday cover	Remaining days/part days to be worked flexibly to meet the operational needs of the school

There may be occasions where an earlier start, or later finish may be required. There are also a number of events in the evening, such as music recitals and productions, as well as occasional weekend events such as the summer fete and support staff may be required to attend some of these. All staff are expected to contribute fully to the wider community and life of the school.

HOLIDAYS

At St Swithun's paid holiday (FTE) is 6 weeks plus bank holidays.

SALARY

St Swithun's has a generous support staff salary scale. The salary will be commensurate with the experience of the candidate. The school also provides a range of benefits for staff including: discounted gym membership and health benefits, and a generous fee remission for any of their children attending the school.

TO APPLY

The closing date for applications is **Monday 25 June 2018 (midday)**

Interviews will be held on **Thursday 5 and Friday 6 July 2018**

Please note, applicants must complete the school's application form. Applications should be returned to:

The HR Office
St Swithun's School
Alresford Road
Winchester
SO21 1HA

Or by email to:

HR@stswithuns.com

Further information about the school can be found on the school website: www.stswithuns.com

“St Swithun’s committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Headmistress ensures that the recommended procedures are followed when recruiting staff.

Explanatory Notes

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.
- The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.
- In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant’s current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children’s Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.