



Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. Situated in beautiful parkland surroundings approximately one mile outside Banbury, the school has been well resourced over recent years. Departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+ and 13+ with a few girls entering at 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results – over the last three years (2014–16) the girls have achieved 80.1% A\*– B grades at A Level and 66.9% A\*/A grades at GCSE with 100% achieving 5A\*– C including English, Mathematics and Science.

All staff are involved in the boarding life of the school, supporting life in the boarding house and co-curricular activities. The school has an Anglican foundation and all staff are expected to support the Christian ethos.

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

### **DEPUTY HEADMISTRESS'S SECRETARY (part-time 25 hours per week)**

The Secretary to the Deputy Headmistress (Pastoral) is a member of the Administrative Team which includes the PA to the Headmistress, PA to the Deputy Headmistress, Registrar, Admissions Secretary, Director of Marketing, Communications Manager, School Secretaries, Exams Officer, and the Bursary team. S/He will work independently, but in close liaison with the School Office and will be responsible directly to the Deputy Head (Pastoral).

A warm and helpful manner is essential together with smart appearance and efficient handling of a myriad of tasks. The role necessitates the ability to deal appropriately with a wide range of people, maintain utmost confidentiality, demonstrate initiative and prioritise effectively. S/He will also have good levels of stamina, loyalty and confidentiality, combined with a lovely sense of humour.

#### **Key responsibilities include:**

- providing an effective and highly efficient diary management and administrative service, ensuring that the Deputy Headmistress is kept appropriately informed of progress on tasks and projects and any potential conflicts in priorities, which may affect deadlines;
- acting proactively: managing incoming correspondence, emails and telephone calls, in particular identifying priority items of business, taking action where possible or drafting responses on the Deputy Headmistress's behalf;
- preparing the Deputy Headmistress's daily file to ensure essential paperwork for each meeting is ready (briefing notes, discussion points etc);
- organising meetings chaired and/or attended by the Deputy Headmistress, including the preparation and circulation of papers, taking minutes, arranging venues and catering, and other requirements for the Deputy Headmistress's visitors as required;
- making travel arrangements;
- processing the Deputy Headmistress's expense claims in accordance with Finance Regulations;

- undertaking general typing of correspondence, distribution and filing, keeping copies of confidential reports on pupils and staff members as required;
- developing successful working relationships with Governors, teaching and non-teaching colleagues across the School;
- undertaking a wide range of administrative and project work for the Deputy Headmistress;
- carrying out any other duties that are within the employee's skills and abilities whenever reasonably instructed;
- adhering to Health and Safety regulations at all times.

### **Person Specification**

The successful candidate will:

- be a self-starter – able to pick up any task quickly and effectively;
- have a high level of interpersonal and customer care skills;
- be organised, proactive, flexible and calm under pressure, able to work collaboratively;
- be discreet and tactful in all matters where sensitivity or confidentiality is critical;
- be in sympathy with the Christian ethos of the school.

### **Selection criteria**

The successful candidate will have:

- relevant qualifications and/or experience as a Secretary or PA;
- experience and enjoyment of a front-line position working with a variety of people;
- proven IT skills to include confident use of Microsoft Office packages;
- an ability to organise tasks and systems in an efficient and effective manner;
- experience of booking travel arrangements;
- an ability to remain calm under pressure, resolve problems and meet deadlines under these conditions;
- a high degree of literacy to draft correspondence on behalf of the Deputy Headmistress;
- tact, discretion and complete reliability.

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

This list is not exhaustive and may be varied from time to time.

## Terms & Conditions as per Employment Contract

<b>Post:</b>	Deputy Headmistress's Secretary.
<b>Hours:</b>	This is a part-time role for 25 hours per week Monday to Friday (5 hours per day), and three additional days at the beginning and end of every term and two weeks at the end of the summer term.
<b>Salary:</b>	Subject to experience. Salaries are paid monthly in arrears not later than the last working day of the month and are reviewed annually on the 1 <sup>st</sup> September each year. The next salary review will be 1 <sup>st</sup> September 2017.
<b>Probation Period:</b>	Six months.
<b>Holidays:</b>	5.6 weeks pro rata paid holiday to be taken in school holidays. Bank holidays that fall in term time will be working days.
<b>Pension:</b>	All employees are auto enrolled into a pension scheme after three months service. We offer two different schemes and details are provided on appointment.
<b>Retirement:</b>	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
<b>Sick Pay:</b>	In the absence from duty owing to illness, salary will be paid for the following periods:  <ul style="list-style-type: none"><li>i. In the first three months of service – 7 days.</li><li>ii. In the first year of service, after three months – 4 weeks.</li><li>iii. After the first complete year of service – 8 weeks.</li></ul>
<b>Notice:</b>	By you giving the School not less than four weeks' written notice of termination of employment.  By the School giving you written notice of termination of employment as follows: During the first four years of continuous employment not less than four weeks' notice; During the fifth to twelfth years of continuous employment not less than one weeks' notice for each complete year of continuous service; After twelve years of continuous employment not less than twelve weeks' notice.
<b>Benefits:</b>	Free meals when available, 60% day fee pupil discount at Tudor Hall and 60% day fee pupil discount at Carrdus School (pro-rata for part-time staff).

## Application Process:

A covering letter summarising your suitability for the post along with the completed application form should be addressed to the Headmistress Miss Wendy Griffiths by **Wednesday 16<sup>th</sup> August 2017**. **Interviews will be held during the week commencing 21<sup>st</sup> August 2017.**

*Applications to be sent to: Penny Ranken at Tudor Hall, Wykham Park, Banbury, Oxon OX16 9UR, pranken@tudorhallschool.com.*

