

## PA to the Headmistress For January 2018

### The Position

We are seeking a motivated individual to provide administrative support to the Headmistress. The post-holder must possess excellent organisational, and time management skills. Confidentiality must be maintained at all times.

An attractive salary and package is offered.

**Working Hours** – 0800-17.00 Full-time, year-round. (occasional evenings may be required to support school events)

### Applications

Applications are to be made **using the Channing School application form, accompanied by a CV.** The application form may be found on the school website <http://www.channing.co.uk/information/staff-vacancies/>.

Please note that applications should be submitted **by email** to [rwhite@channing.co.uk](mailto:rwhite@channing.co.uk) . **We prefer to receive applications by email** but if you are unable to email your application please post it to Rebecca White, Channing School, The Bank, Highgate Hill, London N6 5HF.

**Closing date for applications: 28 November 2017**

**Interviews: w/c 4 December 2017**

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*



## **Job Description and Personal Specification**

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|---------------------------------------|---|
| <b>Position</b>                       | <b>PA to the Headmistress</b>   |
| <b>Reports To<br/>Also Reports To</b> | The Headmistress<br>The Bursar  |
| <b>Hours</b>                          | Full-time 8.00 – 5.00 (occasional evenings may be required to support school events). This is a year-round position and all staff are required to work on Founders' Day.<br>30 days holiday per annum in addition to Bank Holidays. Holidays are not to be taken in term time.  |
| <b>Job Summary</b>                    | To provide personal secretarial support for the Headmistress of the whole school (Senior and Junior School).  |
| <b>Main Responsibilities</b>          | <ul style="list-style-type: none"> <li>▪ To manage the Headmistress' diary</li> <li>▪ Prepare, send and file correspondence on behalf of the Headmistress</li> <li>▪ Make business/educational travel and accommodation arrangements for the Headmistress as and when required</li> <li>▪ Producing and publishing staff meeting minutes as and when required</li> <li>▪ Ensure Headmistress is suitably prepared for events and meetings as required</li> <li>▪ Providing a point of contact on behalf of the Headmistress, for staff, girls, visitors and on the telephone</li> <li>▪ To liaise with Governors, VIPs &amp; Friends of Channing for invites to school events such as concerts, theatre productions both in and out of school.</li> <li>▪ Preparing Head's expenses and cash flow</li> <li>▪ Edit and check printed matter/timetables etc. as required</li> <li>▪ Aiding Headmistress with appraisal schedule and paperwork</li> <li>▪ Overseeing departmental reviews/observations are held</li> </ul> |

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| <b>Recruitment of Teaching staff</b>   | <ul style="list-style-type: none"> <li>• Organise &amp; oversee Job descriptions/information for position</li> <li>• Prepare timetables for interviews</li> <li>• Liaise with Bursar's Assistant in placing job advertisements</li> <li>• Oversee and prepare references for current staff and girls leaving the school as requested.</li> </ul>   |
| <b>Other</b>   | Such other duties that the Headmistress may reasonably and from time to time require.  |
| <p align="center"><b><u>PERSON SPECIFICATION</u></b></p> <p align="center"><b><u>(E)ssential criteria</u></b></p> <p align="center"><b><u>(D)esirable criteria</u></b></p> |  |
| Qualifications   | Educated to degree level (D)   |
| Experience   | General administrative experience (E)<br>School experience (D)   |
| Attitude and approach  | Self-motivated and able to work under own direction (E)<br>Ability to exercise initiative and judgement in solving problems and making own decisions (E)<br>Capable, hardworking and determined (E)<br>Ability to remain calm under pressure and be tactful and diplomatic in challenging situations (E)<br>Methodical and accurate approach; ability to keep note of and meet multiple long and short term deadlines (E)<br>High level of discretion and ability to maintain confidentiality (E)<br>Commitment to offering a high level of service to staff, pupils, parents, governors and members of the public (E) |
| Skills   | Excellent written and spoken English (E)<br>Excellent organisational ability and the ability to juggle multiple tasks (E)<br>Ability to liaise confidently with all members of the school community (E)<br>Clear and fluent writing skills and accurate proofing and editing (E)<br>Intermediate user of Microsoft Office (E)<br>Comfortable using or learning to use a wider range of IT functions including: multiple databases, Google Suite, webmail and handheld devices (iPads) (E)  |

## The School

**'The quality of the pupils' achievements and learning is exceptional'**- Independent Schools Inspectorate Report, April 2015.

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our size gives pupils both security and a sense of their own significance: we recognize all achievements; of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage lively, independent minds and a concern for others; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.



We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.

### Academic achievement

Small classes allow for a great deal of individual attention and academic results are excellent. Virtually all our sixth formers go on to University, or to Art College.

### Community spirit

Though large enough to ensure academic rigour and excellent facilities, the school is small enough for the Headmistress and members of staff to know every girl personally and as an individual. We have a strong family tradition and a strong parents' association. The atmosphere is happy and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute in some way to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.



### Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground and occupies grounds either side of Highgate Hill. The Junior School is often referred to as 'Fairseat', after the grand, former home of the Lord Mayor of London, which is now the main Junior School building. The Senior School site expands from the imposing Victorian façade on The Bank, stretching down towards Archway with an impressive mix of traditional and state-of-the-art, modern buildings.