

HMC BOARDING AND DAY
701 Boys (Upper School)
403 Boys (Prep School)

PA to the Prep School Headmaster



Bedford Prep School

We are one of the region's leading boarding and day schools, educating boys from the ages of 7 to 18. Part of The Harpur Trust, Bedford's leading educational and social welfare charity, we're a vibrant school with a very strong sense of community, set in a beautiful 50-acre estate in the heart of the town.

We believe that boys learn best when they're happy, confident and their curiosity is stimulated, so we feel it's very important that learning is fun, creative, inspirational and active. We also recognise boys learn differently to girls, and this informs our teaching.

Whether it's music and the arts, science and technology, language and literature, or sports and games, boys are encouraged to learn new skills and embrace new experiences.

Bedford School is part of The Harpur Trust

Visit our classes and you'll find boys thoroughly engaged in their learning, inspired by challenge, competition, high expectations and risk within a safe environment. Our expectations are high but achievable, and our curriculum encompasses and transcends the National Curriculum, uniting traditional practice with innovative teaching, and the best of the creative and academic.

Our extensive campus offers boys outstanding academic, sporting, music, drama and art facilities. We share the swimming pool, recreation centre, playing fields, astro and tennis courts with the Upper School and make use of the school's fantastic theatre and other specialist facilities.

Working with each and every boy, we help them develop their sporting talents. We provide expert coaching in a wide variety of sports, including rugby, hockey, cricket, golf, skiing, horse riding, cross country, swimming, badminton and rowing.

Creative arts are a big part of school life, with boys taking part in concerts, exhibitions and performances throughout the year. In our dedicated music building with a state-of-the-art music technology suite and well-equipped practice rooms, many of our boys learn to play one or more instruments.

Boys can also get involved in a wide range of extra-curricular activities, from cookery to steel band, chess to canoe building, there is something for every boy.

The school's ongoing development programme has included the construction of a new Library (2003), Observatory & Planetarium (2003), a new Music School (2006) and a wonderful new theatre in St Luke's Church, on the edge of the estate (2015). Other developments have included renovation of the school dining halls and kitchens (2009), fitness suite (2010), staff common room (2011), sports pavilion (2012) and science department (2015).



The Role

We are looking for an experienced PA to provide a high level of support to the Prep School Headmaster and manage the administrative support team in our Prep School.

The Headmaster is looking for someone who can plan ahead in order to ensure that workloads are well managed, who can assist with varied queries and who has a proactive, helpful 'can do' approach. Experience of working at a senior level, dealing with confidential information and managing conflicting priorities will all be important in this pivotal role.

The Head Master's PA will also be responsible for the management of our administrative support team in the Prep School and ensuring that efficient and effective support is provided to stakeholders within the school.

As an ambassador for the school, you should be able to demonstrate flexibility, professionalism and positivity and enjoy working as part of a team with all members of the school community.

Benefits of Service

Bedford School has high expectations of its staff and therefore looks to reward them with a competitive salary, beneficial conditions of service and opportunities for training and personal development.

Bedford is set in beautiful grounds and staff are welcome to make use of the extensive leisure and sporting facilities (which includes gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

A generous pension scheme and private health care scheme with cash back benefits are available and all staff enjoy free on-site parking. Lunch and free refreshments are available throughout the day.

Bedford is a dynamic and incredibly rewarding place to work with a strong sense of community.



General Information

Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Application Process

Applicants are asked to complete the School Application Form; CVs in place of an Application Form cannot be accepted. Short-listed candidates will be invited to the School for interview on the advertised date.

Applicants are asked to complete the School Application Form; CVs in place of an Application Form cannot be accepted. Completed applications should be sent to Amy Bell, HR Assistant, Bedford School, De Parys Avenue, Bedford, MK40 2TU or emailed to: vacancies@bedfordschool.org.uk

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PA to Prep School Headmaster

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p>Job Title: PA to Prep School Headmaster</p> <p>Department: Prep School</p> <p>Location: De Parys Avenue, Bedford</p> <p>Job Purpose: To provide a full PA service to the Prep School Headmaster, act as an ambassador for the school and ensure that administrative support in the Prep School is efficient, proactive and customer focussed.</p> <p>Reporting Line: Prep School Headmaster</p> <p>Hours: 37 hours per week, term plus six weeks in the school holidays (8.30am – 5.00pm Monday to Friday during term time plus approx. 14 Saturday mornings per year (8.30am – 12.00 noon). Working hours during the school holidays are 8.30am – 4.00pm. The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).</p>
Line management responsibility for:	Prep School Administrative Support Team
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p>Specific Duties and Responsibilities</p> <p>The main duties and responsibilities of the PA to the Prep School Headmaster are as follows (this list is not exhaustive):</p> <p>PA Responsibilities</p> <ul style="list-style-type: none"> • Provide a high level of support to the Prep School Headmaster in relation to all elements of his work as required

- Proactively manage the Headmaster's diary, prioritising work, managing conflicting needs and ensuring he is fully briefed and has documents for appointments and meetings
- Manage access to the Headmaster dealing with as many requests as possible independently and screening requests and enquiries
- Provide a high level of administrative and secretarial support to the Headmaster, delegating tasks as appropriate to other members of the administrative team in the Prep School
- Proactively assist the Headmaster by forward planning – thinking ahead to ensure that future events and meetings are prepared for in advance and work is undertaken on behalf of the Headmaster where possible and appropriate
- Management of the Headmaster's filing (electronic and paper) and filing for academic staff HR files
- Proactively deal with correspondence (email and paper) and communications on behalf of the Headmaster, providing initial drafts where appropriate and ensuring all correspondence is dealt with in a timely manner
- Manage the Headmaster's confidential paperwork, including letters and reports
- Organisation of travel for the Headmaster, including visas and accommodation when needed
- Act as a first point of contact for visitors to the Headmaster
- Take minutes at meetings when required and prepare agendas and documents for Prep School Senior Leadership Team meetings and other meetings as required
- Deal with requests for staff and boy references
- Preparation of interview schedules for recruitment of new academic staff in the Prep School and assisting as needed on recruitment days
- Assist with the organisation of special events and functions as appropriate
- Assist with the preparation and maintenance of personal files for pupils
- Liaise with the team and stakeholders in the School, to assist with enquiries from prospective parents
- Prepare and maintain schedules for academic staff performance reviews
- Act as an ambassador for the School and Headmaster in all matters

Administrative Support Management

- Line manage and oversee the work of the Prep School administrative team (currently 3 staff), delegating and prioritising work amongst the team as needed
- Liaise with the team and stakeholders in the School, to ensure that a high level of customer service is delivered across the team
- Promotion of a professional, positive and proactive approach and ensuring that effective support is provided to all stakeholders who require administrative support
- Continual review of working practices and processes, to ensure that administrative support is run efficiently
- Oversee the organisation of rotas for the team for Saturday morning working, cover during periods of absence, holiday requests and preparation of monthly absence returns
- Undertake any other delegated tasks as reasonably requested by the Headmaster or other members of the Prep School or Upper School Leadership Teams
- To always promote equality, diversity and inclusion in all that the school does.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – PA to Prep School Headmaster

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Good standard of general education	Business or secretarial qualification ICT qualifications	<i>Certificates</i>
Experience	Significant experience in a proactive Executive/Senior PA role Substantial administrative experience, including diary management and dealing with confidential, sensitive information. Experience of managing a team Experience of working with a customer focussed approach	Experience working in an educational environment Database experience – particularly using a School MIS	<i>Application form and references</i>
Skills and Knowledge	Strong ICT and keyboard skills (including Word, Excel, Powerpoint and Outlook) Strong email management skills Excellent interpersonal and communication skills, with the ability to relate well to a wide range of people Strong organisation skills; able to multitask, meet deadlines and plan/prepare ahead Able to prioritise workloads, in order to meet conflicting needs, and remain calm under pressure Positive team player, able to network across the school and have an understanding of roles and responsibilities within the school and own position within these. Ability to write fluently, proofread effectively and draft communications for others		<i>Application form, references and interview</i>

Personal competencies and qualities	<p>A positive, helpful and 'can do' approach</p> <p>Proactive and self-motivated, with the ability to use initiative and manage own time and resources effectively</p> <p>Pro-active approach to work, with the ability to plan and prepare ahead</p> <p>Ability to work with a high level of confidentiality</p> <p>Flexibility, enthusiasm and commitment</p>		<i>Interview and references</i>
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