



PENNTHORPE



APPLICATION PACK

HEADMISTRESS' PA

Pennthorpe

Church Street Rudgwick

West Sussex RH12 3HJ

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E: enquiries@pennthorpe.com

W: www.pennthorpe.com

Dear Applicant,

We are delighted that you have shown an interest in the role of Headmistress' Personal Assistant at Pennthorpe.

Our school is situated on the Surrey/Sussex border, with all the modern facilities you would expect. We offer places for children up to age 14 (Year 8) with an integrated Nursery (Honeypot) caring for children from 2 years.

Pennthorpe has a simple aim: to put children in an environment where they want to learn and can discover their strengths and passions. We are proud of our well-deserved reputation for academic excellence and we have an enviable record of top pass rates and scholarships to senior schools rewarding not just academic achievement but our pupils sporting, creative and all-round prowess! The reason for this is simple: our teachers pride themselves on finding the spark in each child; whether that is lit in the classroom; in the iMac design suite; on the sports field or in the fabulous woodlands that provide the setting for our Forest Schools programme.

We are looking for an exceptionally organised individual who has the ability to assist our busy Headmistress with the day to day running of our school. The ideal candidate will have experience of working as a PA to a high standard for either an individual or business. Experience in a school is desirable but not essential. Candidates should have the ability to prioritise and work with their own initiative, while maintaining total discretion in a role where no two days are the same! The role also requires patience, humour and a willingness to be fully immersed in a busy but exceptionally happy school environment.

The hours of work are 8.30am – 5.00pm Monday to Friday. This position is Term Time Only, including INSET days, and 12 days over the holiday period.

The information in this application pack and on the school's website will support you in understanding the context of our school and our priorities.

If you would like to apply for the post, please return a covering letter to my fabulous PA, Mrs Victoria Chapple, which should outline why you feel you are suitable for this role, and how your current experience and skillset will benefit this position.

Please note Pennthorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo safer recruitment practices, including checks with past employers and an Enhanced Disclosure and Barring Service Check.

Thank you for your interest in this position. I very much hope that you will consider making an application for this exciting opportunity.

Yours faithfully

Alexia Bolton MEd MA

Headmistress

About Our School

Pennthorpe is a truly independent prep school located on a beautiful site of 20+ acres in the heart of the Sussex countryside, close to the Surrey border. With around 260 pupils from 2 to 13, Pennthorpe has a real family feel, with a relentless focus on learning and pastoral care being high on our priorities for every child.

The majority of our pupils continue with us until the end of Year 8 and sit Common Entrance at 13+ in addition to the increasingly common pre-testing process in Year 6. We have excellent relationships with a large number of independent senior schools, which enables us to support parents and children in finding the right school for each individual child and to prepare them in good time for any entrance testing.

Academic standards are high, with an impressive track record on Common Entrance results and the acquisition of scholarships in a wide range of subjects. Our pupils regularly win scholarships to senior schools such as Wellington, Brighton College, Hurstpierpoint College, Christ's Hospital, Cranleigh, Seaford and Box Hill to name a few.

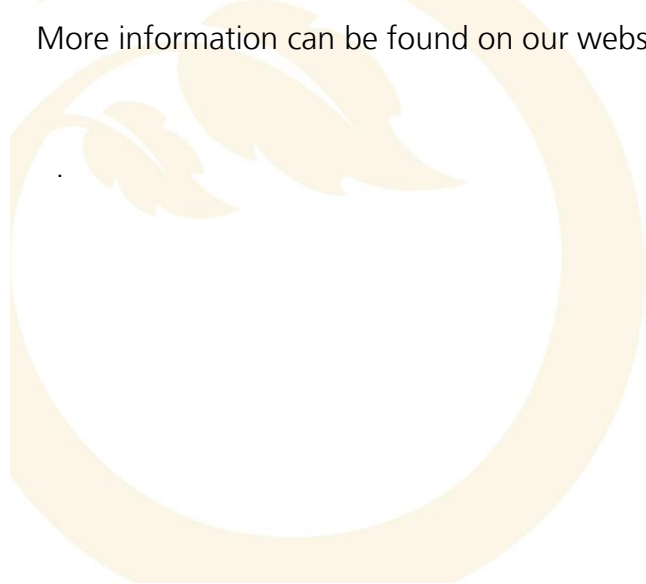
Children enjoy a broad and contemporary curriculum, delivered by a passionate and committed staff. We have two award winning rock choirs and an excellent chapel choir and our sports department achieves excellent results in a wide range of both girls' and boys' sports, and a number of our pupils play sport at County level. Pupils are encouraged to enjoy both their strengths and passions in a diverse range of arenas: sports, arts, academics or music and drama. The school runs an extensive Flexiday after school programme which our staff are actively encouraged to get involved with if they have appropriate skills to share as an after-school activity.

Our facilities are first rate: a full-size Sports Hall, a newly refurbished performing arts studio provides an excellent performance space for both the drama and music departments and a specialist art and design block incorporating a kiln, a design technology room, a 3D printer and a 21 station computer suite. Classrooms are modern and spacious creating a stimulating environment for both staff and pupils.

Pennthorpe's staff are sparky, innovative, fun and friendly, always looking for new ways to engage the children's interest in their subject. With a mentoring programme for every new member of staff and excellent career progression opportunities, all staff are encouraged to develop and extend themselves and to get involved in all aspects of life at Pennthorpe.

Pennthorpe operates its own salary scale, which is normally national rates plus 1%. A hot lunch or salad bar is provided during term time. Parking is available on site.

More information can be found on our website at www.pennthorpe.com



PENNTHORPE HEAD'S PA JOB DESCRIPTION



REPORTING LINES:

Post Holder:

Reporting to: The Head

Liaising with: The Head

WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity;
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness;
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence;
- To assist parents and pupils in gaining their first choice of senior school;
- To empower and instil inner confidence and mutual respect;
- To value every child, identifying and developing each child's strengths and passions;
- To provide excellent care and guidance whilst encouraging independence;
- To inspire all to participate fully in the wider life of the school;
- To ensure all have an understanding of their place in the local and global community.

ADMINISTRATIVE SUPPORT FOR THE HEAD:

- To provide general and confidential secretarial services to the Headmistress;
- To manage calls and visitors for the Headmistress redirecting where appropriate;
- To compile key school publications such as; PIC, SEF and School Policy documents in liaison with the Headmistress and SMT;
- To communicate on behalf of the Headmistress with staff, parents, pupils and members of the extended school community as required;
- Maintain and manage the diary for the Headmistress, arranging appointments as appropriate and ensuring she has time to conduct core business such as prospective parents and spending time with pupils and staff;
- Ensure that she is adequately briefed on matters to be discussed. To also ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales;
- To follow up meetings with appropriate communications, email or letter and organize any relevant follow-up meetings in good time;
- To assemble and prepare agendas and papers required by the Headmistress to attend meetings, prepare reports, or reply to requests for information;
- To develop and maintain the Headmistress's filing system;
- Typing letters, reports and other documents for the Headmistress;
- Printing and photocopying for the Headmistress
- After discussion, to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headmistress;
- Opening, sorting and prioritising the Headmistress's correspondence;

- To attend confidential meetings and take notes, prepare documentation, and distribute to relevant parties under the direction of the Headmistress;
- To take minutes of SMT and other meetings and distribute with the Headmistress's approval;

OTHER ADMINISTRATIVE DUTIES:

- To operate the telephone system, answering calls, filtering calls, directing calls, taking and communicating detailed messages (including electronic) as appropriate;
- To word process a wide range of correspondence, including confidential material, drafting routine letters under the direction of the Headmistress;
- To receive visitors to the school, ensuring they are welcomed in a polite, friendly and efficient manner and providing hospitality as required;
- To provide other administrative support as necessary to the smooth running of the school office;
- Proof reading school publications ;
- To create in house programmes, brochures and new publications as requested by staff;
- Keeping clerical and computerized records for pupils;
- Administration of All Staff recruitment including completing all recruitment checks, communicating with successful and unsuccessful candidates as the Headmistress requires;
- Assisting the Chapel Team with the administration of the Chapel timetable including visiting speakers;
- Assisting the Deputy Head with the administration of major school events including School Plays, Musical Soirees etc.;
- Organising cups and prizes for Swimming Gala, Sports Day and Prize Giving;
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities, behaviour for learning, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- to school policy and uphold British values.

NB: All administrative staff have a responsibility for helping all administrative departments (School Office, Bursary, Flexiday, Library and Head's Office) to function smoothly and as a cohesive, friendly team.

Signed (Head's PA)

Signed (Headmistress)

Date: