



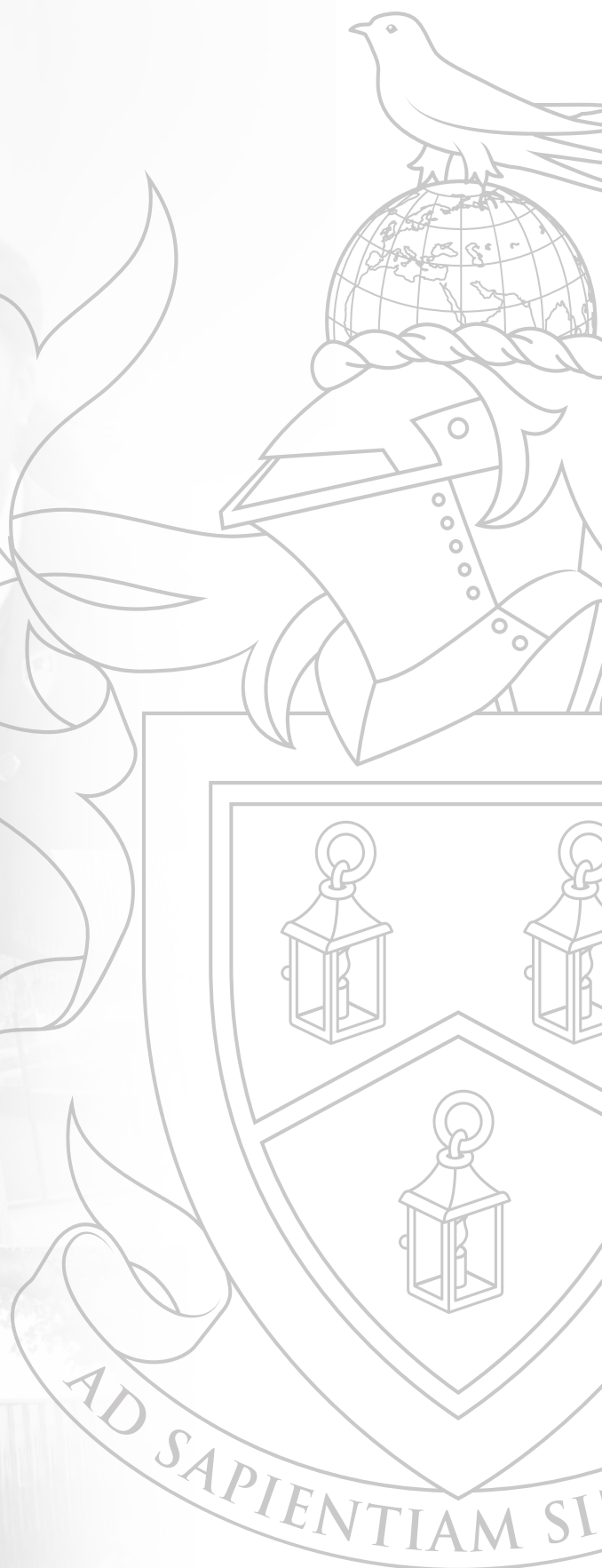
# STREATHAM & CLAPHAM HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## Job Application Information

Head's Personal  
Assistant

From June 2024



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# EXECUTIVE SUMMARY

Streatham & Clapham High School (SCHS) seeks to appoint an efficient and well-organised person to assist the Head with administrative support to enable them to undertake their role with maximum effectiveness, contributing to the smooth running of the school.



The successful candidate will provide the Head with a comprehensive administrative and support service so that they can undertake their role with maximum effectiveness.

The role involves engaging with a wide range of people including school teaching and support staff, GDST staff, pupils, parents, prospective parents, alumnae, visitors and governors, and providing a warm welcome whilst working to high professional standards.

The role is Term Time plus 10 days. 36 hours per week, flexible to meet the needs of the school.

The post-holder reports to the Director of Finance & Operations as well as the Head.

The post commences June 2024, or sooner if the successful candidate is available.

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# ABOUT US

We are one of the UK's leading private girls' schools, educating pupils from Nursery through to Sixth Form. Pupils prosper in a vibrant setting that provides challenge and width of opportunity. They thrive on account of the school's family ethos, and draw strength from the school's rich social and cultural mix.

Streatham & Clapham High School is an independent, academically selective school for girls aged 3–18 with over 870 pupils across the Prep and Senior Schools. The Prep School is located in spacious buildings with outstanding facilities in Streatham Hill.

The Senior School inhabits a four-acre site focused on an impressive 1930s building in a delightfully tranquil and leafy oasis of south London. Founded as Brixton High School in 1887 by the Girls' Public Day School Trust, it is one of the Trust's earliest member schools, and we are proud of our heritage and founding principles of breadth, fearlessness, inclusivity, and a focus on developing every individual to achieve their potential, and this is articulated in our motto: Towards Wisdom Unafraid.

SCHS holds true to its founders' mission, and we are proud of our exciting and challenging curriculum, with a commitment to innovative teaching and excellent relationships across the community.

School life embraces a broad range of sporting, artistic, social, and cultural opportunities in an environment specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

The school has first-class facilities, providing an environment that enables pupils to develop their interests and strengths both inside and outside the classroom.

The best outcomes and experiences for the girls are at the heart of all that we do, characterised by a warm, supportive, and positive culture. This helps build pupils' confidence, self-fulfilment, resilience, and happiness.

A richly diverse culture underpins this with kindness, generosity, opportunity, and social responsibility, combining a global outlook with a sense of local belonging.

The School is part of the GDST, the leading network of independent girls' schools in the UK, founded in 1872.

The Head is a member of HMC and GSA. The Head of the Prep School is a member of IAPS. The GDST is a founding member of the International Coalition of Girls' Schools.

For more information, please visit the school website [www.schs.gdst.net](http://www.schs.gdst.net).

# AIMS AND ETHOS

Our vision is to be unrivalled in empowering our young women to discover, nurture and project their unique identities and character. Our purpose is to enable every girl to achieve beyond the bound of expectation on a daily basis, across the spectrum of endeavour.



The school offers its pupils an inspiring, enlightened, and intellectually challenging education in a lively, vibrant, and warmly supportive environment. The school's family ethos enables us to know, value and nurture each pupil as an individual and we are determined that all members of the school community should be inspired to outperform expectations daily.

The pursuit of excellence is the school's defining feature. It nurtures pupils to attain success and self-awareness across the widest spectrum of activity, extending far beyond the 'academic' horizon. The school's pupils, whether very able or late developers, discover their unique identity and achieve beyond the realms of expectation.

Intrinsic to pupils' success are the school's expert and alert pastoral systems. The care extended to all pupils enables them to make outstanding progress, both academically and in their personal development. They mature into confident, accomplished and well-adjusted young women, prepared for the challenges of university education and their future careers, rooted in our core values of kindness, respect, integrity and compassion.

- We nurture, not coerce, excellence
- We are a family, not a factory, school
- We celebrate difference through our diverse community, drawing strength from all that is great about London
- We have an unstinting commitment to innovation; we do not stand still but are trailblazers
- We draw strength from being part of the GDST family of schools, being pioneers in, and the shapers of, girls' education.

# PASTORAL CARE

“Pupils are highly respectful of each other and exhibit qualities which reflect their concern for justice.” ISI Report, 2019



SCHS has a diverse cultural, social, and economic pupil body, forming a key part of its identity and ethos.

Pupils achieve best if they are happy and settled in their social and working relationships, hence the ‘family’ ethos of our school.

Pupils benefit hugely from the outstanding care and support that the school provides which is inclusive and outward-looking, and built upon the three ‘Rs’ of pastoral care: relationships, respect and responsibility.

We help each pupil develop her own strengths with encouragement rather than pressure.

This level of care and personal attention stimulates each of our pupils to make rapid progress. Staff are easily accessible to pupils, providing for an environment in which girls feel warmly supported and valued.

Our comprehensive and bespoke pastoral care, which is rooted in our house system, where girls form excellent relationships across year groups and every stage of their development is expertly nurtured.

# ACADEMIC LIFE

We build a curriculum to fit each girl's needs rather than trying to fit the girls into the curriculum.



SCHS offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society.

Pupils are encouraged to try new subjects, taking a broad-minded view of learning, and as our pupils advance, they enjoy progressively more independence throughout their secondary education.

Our broad choice enables pupils to nurture and develop their natural talents, but also explore subjects they may have never considered before.

Throughout their education, pupils benefit from subject-specialist teachers who ensure whatever choices they make as they progress through the school, they are individually supported to help them succeed.

The attainment of academic excellence is by itself of little value unless it is accompanied by strong personal growth. Our pupils develop as spirited, well-rounded citizens who embrace the opportunities life offers.

The four-acre site and excellent facilities ensure that the school can provide extensive co-curricular and enrichment opportunities.

# LIFE BEYOND THE CLASSROOM

“Being part of the GDST gives us a competitive opportunity to play with schools from across the country, my most memorable tournament would be winning the GDST hockey rally in Bath.” Fran – Sports Scholar



There has been significant investment in the school's facilities by the GDST, notably a state-of-the-art Sixth Form Centre, innovative and spacious new dining room, and striking new reception.

The drama and performance spaces were refurbished in order to provide state-of-the-art lighting and studio facilities, and the staff room has been redesigned and renovated.

In 2021, the renovation of the library was completed. Most recently, we have built a new sports pavilion and completed the renovation of the Prep School library.

# PUPIL OUTCOMES

“Pupils of all abilities are highly successful in their academic achievements and make rapid progress across all areas of learning.” ISI Report, 2019



The academic starting points of our pupils are significantly above the national average, with a proportion of pupils being far above the national average.

The school is in the top tier of independent schools in terms of its public examination results.

Pupils do themselves proud in their examinations outcomes: in 2023 at GCSE 12% of the cohort achieved all grade 9s and grade 8s across their subjects. Moreover, a significant portion of girls accomplished grades within the 7-9 range across all subjects, showcasing their well-rounded academic achievements.

At A-Level, 17% of pupils secured A\* and A grades in 2023 with 11% of grades at A\*. Furthermore, 36% of grades were within the A\*-A range, indicating a robust proportion of students achieving strong academic proficiency. A significant milestone was reached with 88% of grades attaining A\*-C, and nearly half of pupils that studied for an EPQ gained A\*-A grade. Frequent destinations include Oxbridge and other leading universities, along with art foundation courses and degree apprenticeships.

# ROLE DESCRIPTION

## Responsibilities

### Communications and Administrative Services

- Plan and manage the Head's diary, appointments, reminder systems and travel arrangements to make the most effective use of their time, ensuring that the Head's professional life runs smoothly.
- Deal proactively with all incoming and outgoing correspondence to and from the Head's office, including drafting letters and emails, to ensure that an appropriate and timely response is made to all communications. Ensure excellent communication with the Prep School and Prep School Head.
- Receive the Head's visitors, incoming telephone calls, other messages and, if required, emails, responding on behalf of the Head to routine enquiries, passing on messages to appropriate members of staff, and ensuring that all callers receive an appropriate response within required timescales.
- Ensure that confidential and sensitive issues are dealt with in an appropriate manner.
- Prepare and process documents, reports, and presentation materials, using appropriate software packages and ensuring that the quality of work produced is appropriate for its purpose and produced within required timescales, to include Word, Excel and Powerpoint.
- Prepare briefing notes for speeches, keynotes, articles, blogs, social media posts and presentations as required by the Head.
- Collate and analyse data as required.
- Plan and organise internal and external meetings as required by the Head, ensuring that appropriate information, facilities and refreshments are provided, and making travel arrangements if necessary.
- Maintain records and databases (e.g. SIMS, CPOMS) as required by the Head, including staff records, and staff absences ensuring that information is up to date, readily accessible, managed in accordance with data protection requirements, and that changes are notified to third parties as required.
- Prepare agenda for meetings, take notes at, and prepare and distribute minutes of meetings, including Senior Leadership Team, Staff Consultative Committee and Health & Safety meetings.
- Act as Clerk to the School Governing Body, prepare agendas, take minutes, maintain the register of interests, maintain the skills audit, keep a record of attendance at meetings, send welcome letters and materials to new governors, keep track of terms of office and start/finish dates.
- Work closely with other members of the office and administration team, attend meetings and training and cover for absent colleagues as required.
- Maintain the database of all school policies. Ensure all policies are reviewed and approved by Senior Leadership Team and are consistently formatted and filed appropriately.
- Regularly check websites such as Department for Education, Independent Schools Inspectorate, Independent Schools Council and the Local Authority and ensure that any entries or data for SCHS and SCPS are correct and up to date.

## Marketing & External Links

- Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
- Assist with the organisation of key events, such as parents' evenings, concerts, open days, award ceremonies, and alumnae events to ensure that they run smoothly and efficiently.
- Attend key events in a supporting capacity.
- Ensure that visitors and callers to the Head's office receive an efficient, professional, approachable and welcoming service, in line with the ethos of the school.
- Community engagement including networking with neighbours, groups and other stakeholders including VIPs. Maintain a key contacts list and oversee invitations and Christmas cards from the Head.

## Training & Development of Self and Others

- Set personal targets and take responsibility for continuous professional development.
- Participate in arrangements made by the GDST for the appraisal of personal performance.

## Supporting the work of the GDST

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

## General Requirements

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the School's responsibility for safeguarding students.
- Ensure a safe working environment for staff, students, and visitors as per the Health and Safety Policy.
- Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct, developing positive and courteous relations with students, parents, and colleagues.
- Engage actively in the performance review process.
- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work to develop and share best practice.

# PERSON SPECIFICATION

## Skills Required

- Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, discretion, tact and diplomacy.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work flexibly and to tight deadlines, systematic in approach to tasks, with attention to detail.
- Evidence of pro-active approach to planning and prioritising work, with the ability to use initiative appropriately
- Able to maintain a high work rate and to juggle a range of tasks and competing priorities
- Excellent ICT skills e.g. confident and adept in use of Microsoft applications
- Excellent command of written and spoken English, strong proofreading skills.
- Good telephone manner and ability to deal with callers and visitors in a calm and courteous way, remaining calm under pressure
- Ability to summarise complex discussions in writing (e.g. for minute taking)
- The ability to manage budgets and interpret statistical data.

## Knowledge Base

- Knowledge of office management process
- Knowledge of databases
- Knowledge of safeguarding processes

## Attainment

- GCSE English qualification to a minimum of grade C or equivalent
- GCSE Maths qualification to a minimum of grade C or equivalent
- Degree educated or equivalent
- Recognised secretarial or administrative qualification at NVO3 level or above, or the equivalent gained through experience

## Experience

- Evidence of substantial executive secretarial and administrative experience in a complex organisation
- Previous experience of working in a complex, busy, service-driven environment
- Experience of working in a school environment

## Attitude and Approach

- A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.
- Honesty, energy, stamina, enthusiasm and cheerfulness.
- A willingness to give generously of their time to support school events and activities.
- An enjoyment of working with and being in the company of children and young people
- Professional but approachable appearance and demeanor in relating to all members of the school community, suppliers etc
- Willingness to “roll up sleeves” in an emergency

# HOW TO APPLY

Any candidate wishing to seek additional information about the post or to discuss any related matter should contact the HR & Recruitment Manager, Mrs Angela Bolton via email: [a.bolton@schs.gdst.net](mailto:a.bolton@schs.gdst.net).

Applications should be received no later than 08:00, 24 April 2024. All candidates should use the following link to apply and include a covering letter addressed to the Head, Ms Cathy Elliott.

[https://my.corehr.com/pls/gdstrecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=034908](https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=034908)



Interviews will take place shortly thereafter, though the school reserves the right to appoint an exceptional candidate at any stage of the application process. All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original certificates). If original certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- An original passport and/or other appropriate document proving your eligibility to work in the UK
- One other form of identification, such as a driving licence or birth certificate
- Two other documents, such as utilities bills, TV licence, bank, building society or credit-card statements confirming your current address
- Documents confirming your educational and professional qualifications

Please note that candidates must bring originals of the above documents. Photocopies or certified copies are not acceptable.

# TERMS OF APPOINTMENT

The role will attract a competitive salary in line with qualifications and experience, and the successful candidate will also be entitled to an interest-free season ticket loan and free lunches during term time.



Any offer to a successful candidate will be conditional upon:

- receipt of at least two references, satisfactory to the school (if not already received), prior to appointment
- verification of identity and qualifications
- a satisfactory DBS Disclosure at the enhanced level
- satisfactory completion of any pre-employment checks as relevant such as an online search and those to check whether you are registered for or prohibited or restricted from practicing certain professions or roles
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- (for teaching posts) verification of medical fitness in accordance with DfES Circular 4/99 - Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

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HIGH SCHOOL

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