

Appointment of  
**Full time**  
**PA to the Deputy Heads**

To start as soon as possible



The Godolphin and Latymer School  
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# Working at Godolphin and Latymer

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Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

## **Why work at Godolphin and Latymer?**

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

## **Departmental information - the School Office**

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The Personal Assistant to the Deputy Heads will be based in the School Office. This is a highly busy, central and pivotal area, providing administrative support for the whole school.

The School Office is overseen by the PA to the Head Mistress and it is staffed by three full time colleagues; School Administrator (Organisation and Events), School Office Administrator and the PA to the Deputy Heads. The Data Manager is also based in the School Office. The PA to the Head Mistress and the School's Receptionists are also members of the School Office department.

The School Office remains open all year round, with the exception of the Christmas Holiday when the School closes.

# Your professional duties

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

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

## **Appraisal**

- 1 Participating in any arrangements that may be made for staff review.

## **Further training and development**

- 2 Participating in arrangements for your professional development

## **Child protection, discipline, health and safety**

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

## **Staff meetings**

- 5 Participating in meetings at the School which relate to whole-school issues.



# Job description

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The PA to the Deputy Heads reports directly to both the Senior Deputy Head (Pastoral) (and Deputy Designated Safeguarding Lead) and the Deputy Head (Academic). The PA to the Deputy Heads is one of the key public faces of the school and must therefore act accordingly.

The PA to the Deputy Heads is responsible for providing exceptional and unfailing support to enable the Deputy Heads to be able to focus on the key aspects of their roles, allowing them to carry out their duties effectively. This includes acting as the first line of contact for the Deputy Heads, diary management, maintenance of systems and filing, and a wide range of general secretarial and administrative duties as expected with the nature of the role.

## **Main duties and responsibilities as Personal Assistant:**

- To ensure that the Deputy Heads have all that they need at all times;
- General administrative tasks as appropriate;
- To be responsible for accurately organising and maintaining the Deputy Heads' diaries;
- To act as a line of contact for the Deputy Heads, including managing phone calls, emails, written correspondence and visitors;
- To be responsible for the servicing of meetings (including taking minutes) and events;
- To take minutes for meetings being led by either of the Deputy Heads;
- To be proactive about reviewing processes and to improve communication. For example, to develop the use of Google Drive further for communication processes;
- To oversee absence requests;
- To provide administrative support to the pastoral teams (Lower and Middle School);
- To provide administrative support for Individual Learning Needs Department;
- To update content and arrange purchase of the girls' diaries;
- To oversee lost property;
- To distribute and assist with the analysis of pupil and parent surveys;
- To provide assistance when public examination results are published;
- To provide statistical / analytical support to the Deputy Head (Academic);
- To provide support for the Head Mistress in the absence of the PA to the Head Mistress;
- To provide support for students and staff visiting the office with general enquiries, in collaboration with the School Administrator (Organisation and Events), the School Office Administrator and the Data Manager.

## **To be part of the rota of colleagues that:**

- Look for girls who are believed to be in School but have not registered;
- Cover Reception breaks;
- Cover Library breaks (during periods of absence);
- Assist with the sending of post and courier collections.

## **General Office duties, including:**

- Preparing commended contributions and merit certificates;
- Assist in the distribution of First Aid lists.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the academic and pastoral teams.

## Person specification

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	Essential	Desirable	Method of assessment
<b>Education / qualifications</b>	<ul style="list-style-type: none"> <li>Grades A* – C in GCSE English and Mathematics</li> <li>Educated to A Level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Other relevant qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Appropriate certificates</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in a PA / EA role at a senior level</li> <li>Experience of working in a highly busy role</li> <li>Experience of communicating with a wide range of people</li> </ul>	<ul style="list-style-type: none"> <li>Experience of having worked in a School or similar establishment</li> <li>Experience of data entry / analysis</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>To have the ability to use Microsoft Office (Outlook, Word and Excel) at an advanced level</li> <li>To be able to work with a high level of initiative and to be forward thinking and proactive</li> <li>To be able to prioritise a wide range of administrative duties</li> <li>To be able to work to tight deadlines</li> <li>To have excellent organisational and time management skills</li> <li>To have excellent interpersonal and communication skills</li> <li>To have a meticulous eye for detail and to always work with a high level of accuracy</li> <li>To be able to process large volumes of information / data</li> </ul>	<ul style="list-style-type: none"> <li>To have used Management Information Systems and / or databases</li> <li>To have analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young adults</li> <li>Highly discreet and confidential</li> <li>Patience and diplomacy</li> <li>A good sense of humour</li> <li>Confident and assertive</li> <li>Able to show empathy and sensitivity</li> <li>Self-motivated</li> <li>Works well in a team</li> <li>Flexible, adaptable, resilient and cooperative</li> <li>Willing to go the extra mile</li> <li>Accommodating of all reasonable requests</li> <li>Willing to embrace the whole school community</li> <li>Willing to undergo training appropriate to the role as and when required</li> <li>Flexible approach in regard to working hours</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
<b>Knowledge and understanding</b>		<ul style="list-style-type: none"> <li>To understand how a school community functions</li> <li>To have undertaken Safeguarding Training</li> <li>An understanding of the issues that can affect children and young adults both pastorally and academically</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

# Salary, hours and benefits

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## Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

## Hours

This is a full time all-year-round position and the core hours of work are Monday to Friday 8.00am to 5.00pm (8.00am to 4.30pm during school holidays). A degree of flexibility is required and the working hours will be as necessary to fulfil the needs of the role.

The post attracts 28 days annual leave to be taken during school holidays, with five of these days allocated to the Christmas holiday when the school is closed. During each summer holiday, the post-holder will be required to work during the public examination results period and in the lead up to the start of the academic year.

The appointed candidate will commence employment as soon as possible on the completion of all required pre-employment checks.

## Benefits include:

*Staff Fee Remission* – staff are eligible for fee remission. The continuance and value of the school fee remission is at the discretion of the Governors.

*School Nurse and Doctor on site* – the school medical department employs two school nurses and the school doctor is on site for half a day every week.

*Enhanced sick and maternity/paternity pay arrangements* – the school offers additional support to staff via its sick and family friendly policies.

*Membership of the Non-Teaching Staff Pension Scheme with employer's contributions up to 12%. Automatic life assurance cover (4 times annual salary) for members of the pension scheme.*

*Personal Accident Insurance* – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

*BUPA* – membership of BUPA private medical insurance scheme at a reduced rate.

*Advance purchase of travel cards with monthly repayments* – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

*Lunches and Refreshments* – lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

*Fitness Facilities* – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities.

*Staff wellbeing* – there is a selection of wellbeing sessions that staff can attend, including acupuncture massage, yoga, zumba, rock climbing and kickboxing.



# Application

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Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to [recruitment@godolphinandlatymer.com](mailto:recruitment@godolphinandlatymer.com) **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

**Applications will be considered on receipt and interviews may occur at any stage.**

## **Equal Opportunities**

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

## **Safeguarding**

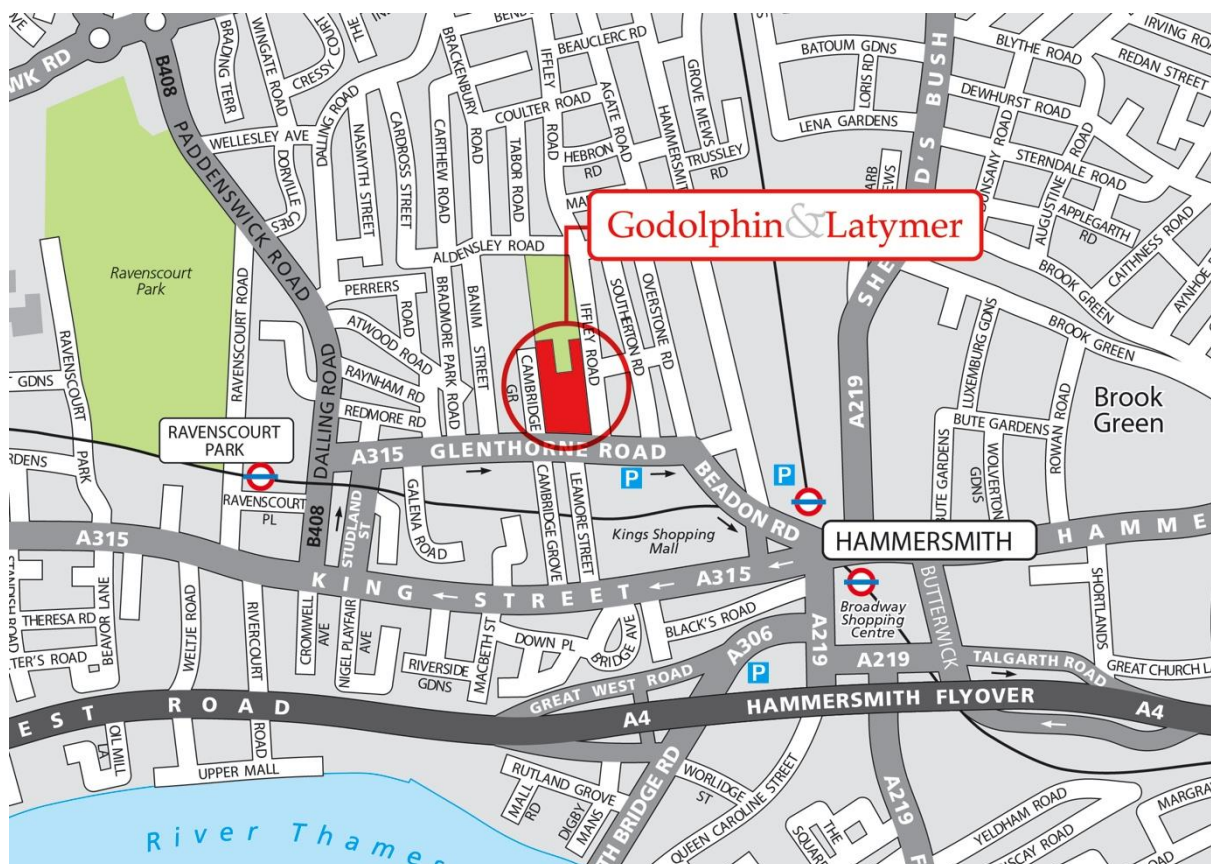
Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

## **Charitable status**

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

# Location

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## Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)  
Ravenscourt Park (District Line).

## Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

## By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

## Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There is also a limited amount of pay and display parking in the surrounding streets.

Please note that the entrance to the school and the staff car park is on Iffley Road.

## On Arrival

Please report to Security.

