

APPLICATION FOR THE POST OF

**PRINCIPAL'S PA**

Term Time Plus 5 Weeks



St Joseph's College

## Job Description

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to services linked on its behalf.

## General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Organise, prepare for all lessons and share good practice with colleagues wherever possible
- Take an active role in ensuring the realisation of the College Development Plan.
- Treat each student and each other as an individual with courtesy and respect.
- Teach lessons which meet students' specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
- Have due regard for Health & Safety.
- Undertake any other duty deemed reasonable by the Principal.

**Post:** Principal's PA

**Responsible to:** Assistant Bursar

**Salary:** Grade 5 – 6, £17,891 - £22,434 (pro rata)

**Core Hours:** 8.30am to 5.00pm Monday to Friday (Term time plus 5 weeks)

## Key responsibilities include:

To provide confidential, personal, administrative and secretarial support to the Principal and to be the first point of contact for people wishing to contact the Principal.

To provide secretarial support to the SLT.

## Roles and Responsibilities:

Main Principal PA's Duties:

- To provide general and confidential secretarial services to the Principal.
- To manage calls and visitors for the Principal redirecting where appropriate.
- To attend confidential staff disciplinary meetings and take notes, prepare documentation, and distribute to relevant parties under the direction of the Principal.
- To liaise with Governors, staff, parents and other outside agencies.
- To compile key school publications such as College Development Plan and School Policy documents in liaison with the Senior Leadership Team.

- To communicate on behalf of the Principal with staff, parents, pupils and members of the extended school community.
- To maintain the Principal's diary, arranging appointments as appropriate, and ensuring 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 assemble and prepare papers required by the Principal to attend meetings, prepare reports, or reply to requests for information.
- To develop and maintain the Principal's filing system.
- After discussion, to draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Principal.
- To open, sort and prioritise the Principal's correspondence.
- To arrange hospitality requests for any events/meetings involving the Principal.
- To make and plan travel arrangements as necessary.
- To manage hospitality for meetings and events/functions throughout the year.
- To check the School's e-mail for incoming messages and use judgement to re-direct them to appropriate people/departments. Keep 'in box' clear of read messages.
- To process Freedom of Information and Data Protection requests.
- To manage the admin email inbox and ensure all emails are responded to in a timely manner.
- To deal quickly and calmly with any emergencies giving accurate information to the emergency services when required.

#### Other Administrative Duties:

- To cover Reception as and when required, to operate the telephone system, answering calls within the school's agreed quality standards.
- To take minutes of staff meetings such as; Staff Briefings, Pastoral, Chaplaincy, Health & Safety, Heads of Faculty and extra ordinary staff meetings.
- To be aware of and comply 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 contribute to the overall ethos/work/aims of the school.
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.

#### Other:

- Any other duties that may be reasonably required, that fall within the competence of the postholder.
- To attend Support College festivals, open mornings, prize giving, parents' evenings, events, as requested

**NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.**

## Person Specification

Qualifications and Experience	Essential	Desirable
Experience of working with young people		✓
Demonstration of self-motivation and willingness to contribute	✓	
Previous PA experience	✓	
Experience of using Microsoft Word and Excel, including reporting, to intermediate level	✓	
Significant experience of working in an office environment at a senior level.	✓	
NVQ level 4, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline.	✓	
GCSE or equivalent in English and Maths - grade C or above	✓	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers	✓	
Knowledge and Understanding	Essential	Desirable
Good level of literacy and numeracy	✓	
Sound knowledge of ISI safer recruitment regulations		✓
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Ability to inspire and enthuse parents and children about the College	✓	
Self-motivation and teamwork skills and abilities	✓	
Excellent communication skills with a range of stakeholders	✓	
Excellent role model for staff and students	✓	
Ability to generate ideas and drive initiatives	✓	
Experience of SIMS		✓
Experience of working with young people		✓
Ability to follow set procedures accurately to specified deadlines.	✓	
Conscientious, diligent, trustworthy and able to maintain confidentiality at all times	✓	
Good knowledge of HR policies and procedures, of current employment legislation, best practice and its application	✓	
Personal Qualities	Essential	Desirable
Highly motivated and able to work independently	✓	
Enthusiastic and committed	✓	
A forward thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	
Ability to keep a perspective and maintain a sense of humour	✓	
Potential for further promotion		✓

Charismatic – having a ‘presence’	✓	
Willingness to take on other roles and responsibilities within the department		✓
<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Enhanced DBS Disclosure is required	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Safeguarding training	✓	

## St Joseph's College Vision and Values

### Core Framework

#### **VISION**

***Being our Best***

#### **MISSION**

***A Caring, High Achieving Community guided by Christian Values***

#### **CORE VALUES**

***Aspiration***

***Respect***

***Confidence***

### Core Values and Ethos

The following core values and behaviours underpin the ethos of our College.

#### **We believe:**

- *That everything we do should be for the benefit of the child*
- *That each child is individual and deserving of an equal educational opportunity*
- *That a community based on integrity, kindness, respect, courtesy and enjoyment creates the best learning environment*
- *In striving for excellence in all that we do, encouraging ambition and aspiration*
- *In the primary importance of actively safeguarding and protecting children*
- *In embracing innovation as well as seeking, reflecting upon, and learning from feedback and experience*
- *In the power of the team and the importance of working collaboratively*
- *That inspirational leadership means leading by example and with humility*
- *That we have an important role to play in the wider community, both locally and globally*
- *In taking a longer term view for the greater good of the College and its pupils*

The 'essence' of St Joseph's College is learned and lived through the following core values, which underpin our unique ethos and environment. Our ethos is derived from the educational philosophy and faith of St Jean-Baptiste de La Salle, Patron Saint of Teachers, and the example set by St Joseph, Patron Saint of Workers.

- **Faith and trust** - developing an awareness of faith, spirituality, awe and wonder and enduring belief in ourselves and others
- **Confidence and self-belief** - participating in a diverse range of academic, creative and physical experiences with self-assurance of one's own skills
- **Aspiration and achievement** - ensuring everyone makes maximum progress and reaches their potential whilst ensuring that ambitions for future careers, personal goals and life-long dreams can be realised
- **Effort and resilience** – providing a strong academic core and encouraging a desire to succeed, in order to develop adaptable and life-long learning skills
- **Respect and dignity** - developing moral values; an awareness of what it means to be a good citizen and respecting our own and other cultures, religions, values and beliefs
- **Community and compassion** providing a happy, secure and nurturing community, so we develop personally, take a full, active and constructive part in the life of our community and develop a sense of compassion and concern for others locally and globally
- **Creativity and open-mindedness** – seeking to innovate by being imaginative and entrepreneurial whilst searching for and evaluating, conflicting opinions and sources of evidence
- **Contribution and service** - developing a community perspective and awareness (locally and globally) by meeting the needs of others and thinking beyond 'the here and now'
- **Integrity and endeavour** – working with integrity and zeal and communicating reliably and openly
- **Self-regulation and humility** – continually seeking to attain the highest personal standards, whilst appreciating the many ways that people contribute to our world

## Vision

**We want to be known locally, nationally and internationally for our high quality, independent, all-round education for boys and girls, which is seamless through from nursery to university and the world of work, including:**

- Our ethos, which combines strong **traditional Christian** values with a **unique** approach to **supporting** and **nurturing** children within a **friendly, family** environment
- Strong **academic** performance and **achievement** for pupils of all abilities and skills, enabling children and young people to consistently outperform local and national academic standards
- **Tailored** pastoral and academic support which develops our children into confident, successful, compassionate young people who have integrity, dignity and self-belief
- **Progressive, innovative and effective** approaches to teaching and learning
- Teaching which is **inspirational, challenging** and **engaging**, provided by well qualified and well supported staff
- A **flexible, inspiring and inclusive** 3-18 curriculum which meets the needs of the contemporary world
- Outstanding girls' and boys' **opportunities** and achievement in sport
- The quality and variety of curricular and **extra-curricular** opportunities, including outstanding Music, Art, Drama, Dance and Outdoor Education
- Leading the way in using **new technologies** which enhance and support teaching, learning, communication and administration
- Being a **reflective, open-minded, forward-thinking** organisation which is **receptive** and **responsive** to change, in order to provide the best quality all-round education within a competitive local, national and global market
- Our outstanding **facilities** and **grounds**
- High quality **Boarding** provision, including outstanding pastoral care for a diverse population of students, excellent facilities and a stimulating programme of activities
- An emphasis on **effective and timely communication** which ensures that current and prospective parents and the wider community, are well informed about the College's successes and strengths
- Creating **links** with alumni, businesses and community organisations which benefit our students and our school
- Clear **development planning**, which is underpinned by sound business and financial acumen and management, shared and communicated with stakeholders and reviewed and evaluated annually
- Strong and effective **leadership** and **management across the College**, which supports and enables its staff to develop professionally, personally and to deliver the school's aims within a positive, reflective and professionally community.