



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates **Personal Assistant to the Head**

Commence December 2024

Full Time / Permanent / All Year Round

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschoo.com, recruitment@truroschoo.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Andy Johnson Head



Dear Candidate,

Thank you for your interest in the role of Personal Assistant to the Head here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent"¹ co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in black ink that reads "Andy Johnson". The signature is written in a cursive, flowing style.

Andy Johnson

Head

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

Job Description: Personal Assistant to the Head

ACCOUNTABLE TO:

Head

GRADE:

NT5 on the Operations, Professional and Support (OPS) Staff Salary Scales

ROLE OVERVIEW:

The role of Personal Assistant (PA) to the Head is pivotal within the school and requires confidence, commitment, flexibility and initiative. The ability both to plan ahead and establish efficient process, as well as to respond and adapt well to new situations and change, is essential. The PA is responsible for acting as the first line of contact for the Head, their diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties.

The post holder comes into contact with a wide range of stakeholders, adults and pupils alike, and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Head. The post holder will be the key gatekeeper for the Head, managing access and contact firmly, but with warmth and approachability.

Crucially, the post holder will need to be a confident, pro-active, energetic, self-sufficient and well-organised professional, with a strong sense of customer service and good attention to detail. They will be able to prioritise, plan and prepare and take unexpected occurrences in their stride.

KEY FUNCTIONS:

It is impossible to specify all the variety associated with this post. However, the main responsibilities of the post include:

- Managing the day-to-day operation of the Head's Office.
- Acting as first line of contact for the Head, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are directed to the most appropriate person.
- Ownership of monitoring, screening and, where appropriate, drafting responses to the Head's correspondence. This includes email inbox management which is very busy.
- Liaising between the Head's office, the Senior Leadership Team, and teaching, operational, and support staff at all levels.
- Complex diary management. This will include planning and scheduling meetings and appointments, booking venues, communicating requirements with attendees and preparing briefing notes and daily Agenda.
- Liaison with School Governors, the Methodist Independent Schools Trust (MIST) and other external partners and agencies on behalf of the Head.
- Making travel and accommodation arrangements, and processing expenses on behalf of the Head.
- Organising and maintaining files and records, including collaborating with varied committees/individuals as required for the purposes of document control and sharing on behalf of the Head.
- Supporting the Events Manager and Senior Leadership Team in their co-ordination of the annual Speech Day and Prize Giving, and specifically in regard to organising the speaker and VIP invitations.
- Oversight of the completion of ISC and DfE annual census forms.

- Organising the Head's regular meetings with pupils.
- Assisting in the compilation of key documents for MIST and external agencies including the Annual School Report.
- Maintaining the School Complaints Log and File, and liaising with the designated Governor in relevant matters of compliance and audit.
- Act as the Administrator for management committees chaired by the Head, including TSLT, SSLT, Compliance Committee, and other relevant Strategic or Operational planning meetings.
- Oversight of the Policy Matrix, liaising with various managers to ensure policies are updated as necessary and acting as a conduit for policies to be logged and uploaded to the relevant website/shared file area.
- Assisting with the planning and compilation of Governance Papers for the Head.
- Representing the Head at meetings and events as requested.
- Liaising closely with TSLT members over matters in their area of delegated authority that require the Head's input.

PERSON SPECIFICATION:

Essential Criteria

- Previous experience within a high profile PA support role.
- Previous experience of dealing with a wide range of customers and stakeholders.
- A proven record of tact, diplomacy and absolute discretion.
- Strong and clear oral and written communication skills, and a welcoming professional manner.
- Ability to act on own initiative and be solution orientated, with high personal standards.
- Demonstrate an awareness of the needs of a variety of stakeholders.
- Proven experience of planning and organising meetings and conferences/seminars.
- Experience of working under pressure, maintaining positivity including when having to adapt or amend careful prior planning to unexpected change.
- Proficient in the use of Microsoft office applications, in particular Word, Excel and Outlook.
- Will enjoy promoting the image and reputation of the School.
- Sympathetic to the ethos of an independent school, and to the Methodist heritage of our School.

Desirable Criteria

- Previous experience of working in an educational environment.

ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

52% of GCSE and iGCSE grades in 2024 awarded were 9-7 (or A*/A), with 17% at grade 9.

In the same year, we were pleased to report 45% of A-Levels were graded A*/A. Furthermore, 74 % of all A-Level grades were graded at A*-B. In 2023, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2024 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: www.truroschoo.com/senior-school/academic/results

A Level results: A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Continued Professional Development and training opportunities
- Lunch and refreshments, including tea, coffee and fruit
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities, and access to staff only fitness sessions
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Electric Car and Cycle to Work salary sacrifice schemes
- Employee benefits and discounted shopping voucher platform

Terms of Employment

This role is a permanent position working full time, 37.5 hours per week, all year round.

Salary

The full-time salary is £32,349- £38,366pa (dependent on skills and experience).

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. OPS (Operational, Professional and Support) staff have a pension via L&G whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to their pension, the School will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.

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