



James Allen's Girls' School 4–18

jags



**CANDIDATE PACK FOR
PERSONAL ASSISTANT
To DIRECTOR OF OPERATIONS**

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE
www.jags.org.uk



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JAMES ALLEN'S GIRLS' SCHOOL

JAGS has been inspiring and educating pupils for over 270 years. It is the oldest girls' independent school in London. While we are proud of our history – it's made us who we are – we are very much a school of the present and the future. We celebrate the best of the old while embracing the latest innovations and technology.

Our day school pupils are drawn from a dynamic variety of cultural, social and economic backgrounds, with 50 languages spoken at home. We currently have 126 pupils on our own bursaries, with 51 of them on free places and an average of 89% fee subsidy paid. Diversity is our strength, but we share a common purpose: to help all our pupils fulfil their potential. We know we are lucky and that we gain from sharing what we have. 'Good Neighbours' has been our policy for many years. We look outwards and draw people in. We are part of the world around us.



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In a changing educational world, my core values remain intact. As an Oxford graduate, and student of literature, I want pupils to love learning for its own sake and to strive for excellence.

But true education always comes back to people. To supporting the young on individual journeys so they are ready to lead purposeful, happy adult lives. As soon as I set foot in JAGS, I knew that this was at the heart of the school's ethos too. Known for its academic excellence, JAGS is so much more. It is a school with heart and conscience and one which reaches out beyond its own community.

I also believe firmly that schools have responsibility for the whole person. Sport, arts and leadership are part of that - but the less measurable qualities of social responsibility and empathy are just as important.

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WORKING AT JAGS

Working at JAGS is more than just about working. JAGS is a community and a family that strives to create a warm and supportive environment for both the girls that come to learn here, but also for the staff that come to work here.

From your first day at JAGS you will have access to some of the best facilities in the country and will be encouraged to take part in the many activities here.

JAGS works hard to attract the best staff and therefore the benefit package at JAGS is very generous. We have our own pay scale which is above the national average and we also offer all staff a discount on school fees. You will have access to our multi purpose sports centre which includes tennis courts, a 25m swimming pool, spin studio and a rock climbing centre. You will receive free lunches as well as free parking and free access to the Dulwich Picture Gallery.



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PA To Director of Operations

We are looking to recruit a highly organised Personal Assistant to assist the Director of Operations in the day to day activities and projects that support the delivery of support services at the School. The Director of Operations also acts as the Clerk to the Governors and Secretary to the various boards, committees and trusts and the PA will also support this element of the role too.

This successful applicant will have the opportunity to lead on projects in the absence of the Director of Operations as well as having ownership of other projects and so a high level of initiative is a must. Candidates must be highly self-motivated, professional and capable of managing their work load and prioritising tasks in a fast-paced and varied environment.



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Key skills and experience:

Essential

- Educated to A-Level or equivalent
- PA and/or Executive Assistant experience reporting directly to senior management
- Knowledge and understanding of GDPR.
- Commitment to CPD
- Strong organisational, project management and problem-solving skills with impeccable multi-tasking abilities
- Comfortable working at all levels within an organisation and dealing with a range of stakeholders.
- Good typing speed and experienced in minute taking for formal meetings
- Strong administration and prioritisation skills
- High level of confidentiality and discretion
- Familiarity with computer software and databases
- Ability to work as part of a team or independently as required
- Excellent communication skills both written and oral
- Ability to work at pace and meet deadlines with high levels of attention to detail and accuracy.
- Tact and diplomacy
- High level of expertise in use of Word, Excel and PowerPoint and system use.
- The ability to display resilience, to always remain calm, professional and to have a good sense of humour.

Desirable

- Educated to graduate level or equivalent
- Knowledge of human resource policies, processes and procedures
- Project management qualifications

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