

BISHOP CHALLONER SCHOOL



Appointment of

Headteacher's PA and Office Manager

for September 2019

Bishop Challoner School,
228 Bromley Road,
Shortlands,
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**Candidate Brief and Job Description for the
Post of Headteacher's Personal Assistant (PA) and Office Manager
Bishop Challoner School**

About the School

Bishop Challoner School, founded in 1950, is in the London Borough of Bromley. It is a Catholic independent day school for girls and boys from 3 to 18 years and welcomes all faiths. With excellent public transport links, we attract pupils from a wide area. The total roll is approximately 371 pupils.

The school is an independent Catholic Charity governed by the Trustees and registered with the Charity Commission. The school enjoys close links with the Catholic Archdiocese of Southwark.

We are a caring community where every person is valued and where the entire staff team work together to provide the very best that we can for the pupils. Our pupils are well motivated and eager to learn, and our parents very supportive. We also encourage extra-curricular activities and they are an important part of school life with many children taking part in additional musical or sporting clubs.

The school has received very good inspection reports from the Independent Schools Inspectorate in 2000, 2006, 2010 and again in 2016.

Here are some extracts from the report;

“Pupils take an active approach to their learning outside of the classroom. Their attitudes to homework are positive, and the tasks that they are set engage and develop their learning”.

“Children in EYFS display excellent attitude to learning. They are independent learners who are keen to explore their environment. They display resilience and a willingness to work collaboratively. Junior school pupils have outstanding attitudes to learning”.

“Pupils demonstrate high levels of self-discipline; they move around the school site in a disciplined and mature manner. In lessons they engage quickly with learning activities and sustain excellent levels of concentration due to the high expectations from staff”.

“Pupils throughout the school have a highly developed spiritual understanding. In interview they expressed their appreciation of the spiritual aspects of life such as the

power of prayer for others; their appreciation of the Catholicity of the school permeates every aspect of its life”.

“The culturally diverse pupil body respects each member of the community, and pupils treat each other with great kindness around the school”.

“Pupils’ personal commitment to the school and the local community is very strong, they are beacons for the school in the community”.

For more information on the school visit www.bishopchallonerschool.com but please be aware that it is presently being developed.

Job Description

Job Title: Headteacher’s PA/ Office Manager

Reporting to: Head/Bursar

Liaises with: Senior Management Team/Whole Staff

Job Purpose

Establish standardised administrative systems, processes and working practices across the school.

To provide high quality personal assistance and confidential administrative support to the Headteacher.

To ensure all the office team deliver a strong and professional customer service to visitors, parents, pupils and Trustees through delegation of tasks to the administrative staff to ensure excellent, consistent administrative support is delivered by the school.

To effectively line manage all members of the office team and ensure that a highly positive and professional image is modelled.

Key Areas of Responsibility

To manage the Headteacher’s diary with consideration of balancing demands on time, including making appointments etc, which needs synchronizing with the Headteacher to ensure an accurate record is maintained.

Provide full secretarial support in relation to the production of confidential correspondence and records, which will require excellent Microsoft office software skills as well as electronic and manual filing system.

Ensure all relevant paperwork is given to the Headteacher in advance of meetings and highlight any forthcoming events etc. which she will be attending.

Organise own workload and priorities, on a day to day basis, using own initiative and knowledge of the work.

Prioritise such telephone calls to the Headteacher, providing assistance where possible, referring more complex enquiries to the relevant SLT member or other member of staff, ensuring action is taken and reporting results to the Headteacher.

To provide hospitality for all meetings led by the Headteacher and some key events in the school's calendar as well as refreshments for the Head's visitors to ensure they feel welcomed. This will include organising venues and ICT facilities as required.

To line manage the Admissions Registrar and to ensure prospective parent/child interviews are diarised.

Ensure the Senior Leadership Team (SLT) agenda and minutes are sent out in a timely manner for weekly SLT meetings. The taking of minutes at SLT meetings and other minutes of meetings as requested by the Head including staff briefings and CPD days.

Compile the staff appraisal reviews in consultation with the Head.

To oversee the record of probationary meetings for all new staff. Ensuring all meetings are held (mid and final) and confirmation of employment letters are produced.

Write and proof read all letters from the Head and ensure that proofed letters are placed on the school website immediately in the secure area of the parent portal. Proof letters from any member of staff to ensure that they follow the Bishop Challoner brand guidelines.

Liaise with the teaching staff to ensure the Head observes all staff teach once every year.

Arrange for pupils to have refreshments with the Head (This involves booking dates in the Head's diary, preparing invitations, informing form tutors, providing catering).

Provide support for the maintenance of GDPR compliance as and where necessary.

Update and produce documentation/material including handbooks, manuals, visitors log, SEF for Denominational Inspection, prize-giving and other similar documentation.

To collate information for and complete the annual DfE, CES and ISC school census.

Together with the Marketing Manager, ensure that the school website is current and accurate and consistently compliant in line with ISI and DfE guidelines.

To coordinate the CPD under the direction of a member of the SLT and to maintain staff attendance for these days.

To communicate effectively with the Clerk to the Trustees and Trustees.

To open and check through daily post, redirect mail to other members of staff that needs to be and put the rest of the post in the Headteacher's 'IN Tray'.

Under the direction from the Head to administer the recruitment and selection process of staff including drafting adverts, associated admin tasks, shortlisting, interviewing process.

To maintain confidential Personnel files/records to ensure that these are up-to-date and accurate.

To liaise with the Bursar regarding HR and recruitment processes and with the Deputy Head regarding Safeguarding and Safer Recruitment. This will also include maintenance of the Single Central Register in accordance with legal requirements.

To oversee completion of DBS forms for all staff and Barred List checks for parent volunteers. Logging details on receipt and storing forms in accordance with Trust regulations.

To ensure all visitor checks and health and safety/safeguarding is adhered to in line with school policy for those entering and leaving the building.

Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school.

Hold regular weekly meetings (minutes taken) with the office team and daily briefing meetings delegating daily tasks to the administrative staff in order to ensure the smooth and effective running of the office.

To monitor the work of the office team to ensure they prioritise and effectively manage their workload and delegate tasks accordingly and ensure appropriate coverage in the office for absent staff.

Administrative staff should ensure that they are appropriately trained and maintain relevant CPD.

Ensure the office is kept tidy and oversee effective filing, photocopying, maintaining office supplies and first aid equipment, re-ordering as necessary.

Overseeing the preparation of forms, maintenance of records/registers, computerised data and management information such as pupil admissions/leavers, pupil absences etc., and ensure they are correctly completed.

Assisting with looking after sick pupils.

General

- Ensure that any safeguarding matters are dealt with in accordance with Bishop Challoner's safeguarding policies and procedures
- To be familiar with, and work within and in accordance with all school policies and procedures and legal and regulatory requirements, complying with Independent School Inspectorate Regulations
- To promote and uphold the Catholic ethos of the school and the Schools' Mission Statement
- To work towards and support the school vision and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success
- To work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- You will be required to carry out any other duties as directed by the Headteacher.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the postholder.

Person Specification

Qualifications/Experience	Essential	Desirable
Previous experience in carrying a PA role		✓
Experience of working within a school office	✓	
Experience of managing people	✓	
First Aid training/training in specific medical procedures		✓
Good numeracy/literacy skills minimum English and Maths GCSE Grade C or equivalent	✓	
Experience in updating websites and use of social media platforms		✓
Professional Knowledge and Understanding		
Current educational policy		✓
Good working knowledge of databases, spreadsheets and relevant software	✓	
Knowledge of relevant legislation (e.g. Health and safety, Data Protection, HR)	✓	
Skills and Aptitude		
Ability to demonstrate absolute integrity, discretion and confidentiality	✓	

Flexible working is required to suit the nature and demands of the school	✓	
Accuracy and checking of work for quality/an eye for detail	✓	
Excellent communication and interpersonal skills, verbal and written	✓	
Ability to deal with difficult/sensitive situations in a calm and sensitive manner in person and over the telephone	✓	
Excellent time management skills	✓	
Ability to organise own and teams workloads to ensure that deadlines are met, especially when under pressure	✓	
Maintain accurate and up to-date records	✓	
Ability to lead a team with confidence and also to work as part of that team	✓	
Ability to draft procedural and complex documents with attention to detail	✓	
Personal Attributes		
Honest and trustworthy	✓	
The highest levels of integrity and reliability	✓	
Enthusiastic and energetic	✓	
Smart and well presented	✓	
Professional with high standards expectations of self and others, good role model	✓	
Ability to deal with confidential and sensitive information	✓	
Self-motivated and able to take the initiative as well as being able to motivate your team	✓	
Willingness to develop professionally and undertake further training, as required	✓	
Good sense of humour	✓	

Contract Terms

- Six months probationary period
- On terms' notice period
- Full time post working 40 hours per week
- This is a year round (not term-time only) appointment
- Monday to Friday 8.00am - 17.00pm (with a one hour lunch break)

- In non-term time, hours could be flexible
- 25 days annual leave entitlement (exclusive of bank holidays)
- Annual leave to be taken during the school holiday period
- There will be a requirement to work on some weekend Open Day events, assessment days and evenings
- The school offers a free flu jab
- Sick pay – 10 working days full pay, followed by SSP
- Salary is dependent on qualifications, skill and experience

P. Anderson January 2019