



## PA to the Deputy Heads

### *Recruitment Information*

Employment Status

**Full Time Term Time + 4 Weeks**

Required From

**As soon as possible**

Job Location

**College Site, Stanstead Road**

Salary

**£35,000 - £40,000**

Application Closing Date

**Monday 21 January 2019**

Shortlisting

**Wednesday 23 January 2019**

Interviews

**Monday 28 January 2019**





# WELCOME TO ST DUNSTAN'S COLLEGE

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
**Headmaster**



# ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



# THE JOB DESCRIPTION

Purpose of the Role: to provide administrative support for the Deputy Head Academic and Deputy Head Pastoral, including management of diaries, communication with staff, parents, pupils and other stakeholders on behalf of the Deputy Heads, and to provide administrative support for the College Leadership Team as part of the team of PAs including the PA to the Headmaster, PA to the Bursar and PA to the Head of Junior School.

The role forms part of the Administrative Services Team with a direct reporting line to the Deputy Head Pastoral. The Head of Operations (Administration) will work together with the Deputy Heads to ensure the smooth running of the role and offer support and guidance where required.

This role offers a suitably qualified and experienced candidate the opportunity to join the support team at the heart of a leading independent South London school. Working closely with a dedicated team of colleagues who support the school's activities, the successful candidate will provide the Deputy Heads and the Senior School Leadership Team (SSLT) with the appropriate level of support associated with that of an experienced Personal Assistant.

Candidates must be highly organised, have the ability to work independently to plan, prioritise, multi-task and work to deadlines, as well as the ability to draft accurate, well-presented letters, reports, minutes and other documents as required by the Deputy Heads and the SSLT. This role entails extensive use of the College's Student Management Information System (iSAMS), and previous experience with iSAMS, SIMS, or other MIS would be desirable. Technical ability and willingness to learn new digital systems are essential requirements of this role.

Given the status and position within the College, it is especially important that the highest degree of confidentiality, diplomacy and tact is maintained at all times.

In addition to the PA duties the successful candidate will be expected to coordinate the daily cover rota for the Senior School.

## **Routine tasks will require you to:**

- Maintain the Deputy Heads' diaries and prepare in advance lists of appointments and tasks with appropriate paperwork for daily, weekly, termly and annual planning
- Prepare reports and associated papers for Governors' meetings
- Make arrangements for and manage events and meetings (including travel)
- Prepare correspondence, speeches, newsletters from notes or dictation
- Proofread all documents published under the Deputy Heads' signatures
- Prepare presentations for assembly, staff training days, prize giving etc. using the appropriate software with support as required from other members of the administration team.
- Assist with management of incoming and outgoing electronic mail and communications, including digital bulletins and website updates where appropriate
- Prepare agendas and papers for meetings and distribute in a timely manner.
- Manage telephone communication and respond appropriately on behalf of the Deputy Heads where possible, within authorised levels of knowledge
- Handle complaints both orally and in writing

- Prepare inspection documentation as required (with the assistance of other key members of staff)
- Maintain an accurate electronic and paper filing system
- Manage the expectations of all school stakeholders, whilst providing the highest level of client service to ensure the College brand is maintained
- Produce reports for the College Leadership Team by analysing historical and current College data
- Help to coordinate arrangements for Senior School open mornings, assessments, taster days and all visits by prospective parents
- To share other administrative tasks as part of the College's Administrative Services Team where appropriate

### **General Responsibilities:**

- To undertake any training and development for the better fulfilment of the role
- To undertake any ad hoc duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Head of Operations(Administration)



## PERSON SPECIFICATION

The following are Essential/Desirable

	Essential	Desirable
Excellent A Level or Vocational Qualifications and a good general education		X
Educated to degree level		X
Typing qualification		X
Previous experience in a role supporting a CEO/Company Director or another senior level post	X	
Advanced user of all Microsoft Office systems	X	
Ability to demonstrate previous Personal Assistant experience in a confidential, fast paced environment showing excellent organisational skills. E.g. diary management, forward planning and meeting coordination	X	
Proven experience of working with essential educational software, such as Student Management Information Systems.		X
Experience in the education sector, particularly an independent school		X
Ability to work under pressure, maintaining a sense of perspective	X	
Accuracy and close attention to detail	X	
Well organised and able to multitask	X	
Ability to forward plan and work to deadlines within a busy environment	X	
Ability to build and maintain effective relationships	X	
Tact, diplomacy and empathy	X	
Proactive in making suggestions for improvement and change	X	
Experienced in the use of modern technology and social media	X	
Commitment to safeguarding children and young people	X	
Excellent interpersonal and organisational skills, with an ability to remain calm, positive, polite and cheerful at all times	X	
Presentable and comfortable in a 'front of house' role	X	
Discreet, with the ability to respect confidentiality	X	
Reliable and dependable	X	
Ability to forge good working relationships with a large cross-section of staff	X	
Ability to value, inspire and motivate others	X	
High level of self-motivation, resilience and energy	X	
Respect for diversity, different cultures and values	X	
Innovative and a creative thinker	X	
Confident, enthusiastic and committed	X	
Willingness to be involved in the wider College community	X	
Willingness to be flexible to assist colleagues with peaks in workload	X	
Reflective and evaluative and a sense of humour	X	
Excellent command of the English language, especially with regard to spelling and grammar	X	
Previous experience in researching data/information and production of reports and presenting the findings using a range of computer software		X
Understanding of the raising and maintaining of high educational standards		X



# THE PACKAGE

**Working hours:** 0745 to 1615 plus INSET days and an additional 20 days to be worked during the school holidays.

**Salary:** £28,809 - £32,923 (£35,001 - £40,000 full time equivalent)

**Pension:** ISPS Defined Contribution Scheme (DC)

**Benefits:** Tuition fee remission\* (25%)  
Private Health Care Insurance (50% paid by employer)  
Free lunch and beverages during term time  
Free off road parking  
Reduced health club membership  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation  
Use of College leisure facilities including gym, tennis courts and pool\*

\* Conditions apply

