



Headmaster's PA (Maternity)

Required for September 2016

Headmaster's PA

The advertisement is as follows;

This is an exciting opportunity for an outstanding person to become the Headmaster's PA (maternity) at Thomas's Clapham, one of the leading prep schools in the country. If you are a team player, approachable, self-motivated, a superb administrator and communicator, with a sense of humour, he wants to hear from you. This is a maternity position.

Closing date: **Thursday 26th May at 9.00am**

The Headmaster's PA (maternity) plays a vital role in supporting the Headmaster in every aspect of his leadership of the school community. This position arises because the Headmaster's PA, Mrs Lauren Hopkins, is going on maternity leave in September.

Ideally, the successful candidate is likely to be;

- Highly efficient, conscientious, organised, and well-practised in IT
- Energetic, quick thinking, flexible, and good problem solver
- Discreet, easy with people, a good manner, calm under pressure, and a team player
- Fond of schools and the children in them, approachable, with a sense of humour, and good fun
- Willing to go "the extra mile"

The Headmaster's PA is based at a desk within the front school office, close to the Headmaster's office.

The successful candidate will start at the beginning of September, and work alongside Lauren Hopkins until she goes on maternity leave in mid-September.

Thomas's London Day Schools

Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in one kindergarten, in Battersea. Thomas's Academy, formerly New Kings Primary School, joined the Thomas's family of schools in September 2015.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can be kind to one another.

In these preparatory years we offer a broad curriculum covering a wide range of subjects and skills so that by the time they leave us our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment we ensure that each child achieves the best academic results of which each child is capable.

Thomas's Clapham

The school occupies a site on Broomwood Road between Wandsworth and Clapham Commons. It is housed in a Grade II listed building which was built between 1904 and 1908 as the site for Clapham County Girls' School. Thomas's Clapham opened as a school for boys and girls in 1993 aged 4–13. There are currently 650 pupils on roll. Philip Ward took up post as Headmaster in September 2012. Before that he was the Headmaster of Feltonfleet, in Cobham, for twelve years.

The facilities at Clapham include a superb Drama studio and fully equipped theatre space, and separate Art, Pottery and Design Technology centre, which was newly built in 2001, and an impressive building housing the Reception classes, which was built ten years ago. The school is going through a process of substantial refurbishment, including a new C21Library, outdoor play areas and learning zones, and a mud kitchen, while the recent and on-going investment in digital learning is significant and exciting. Extensive new playing fields, provision for our Outdoor Education programme, a pavilion and changing rooms at Roehampton Vale, on the A3, came into use in September 2015. The Masterplan for a significant refurbishment of the existing teaching areas and the provision of a new space for STEAM teaching is well developed.

The office and administrative support team

The office and administrative support team is led by Mrs Viki Stanton, the Operations Manager. Viki is a member of the Senior Leadership Team. She leads the following team of colleagues;

- Headmaster's PA
- Registrar
- School Nurse

- Leadership Support Administrator
- Morning receptionist
- Afternoon receptionist
- Caretaker team (two colleagues)

The Headmaster's PA (maternity)

1. Job definition

- Job title: Headmaster's PA (maternity)
- Responsible to: The Headmaster
- Normal hours of work:
 - Term time – Monday to Friday, 8.00am–5.00pm
 - Holiday working – Monday to Friday, 8.00am–4.00pm.
- Holiday entitlement: A minimum of six weeks holiday, plus bank holidays. Holidays may not be taken during term. Administrative staff are given set holiday dates during the summer holidays, Easter and Christmas breaks. Administrative staff are required to work over half term but will normally have a scheduled two or three day break over the half term holiday period.
- Salary: Negotiable but within the range £30–35K per annum.

2. Job specification

a. Accountable

- To the Headmaster (who will undertake an annual professional development review).

b. Responsible

- For fulfilling the responsibilities of the Headmaster's PA (maternity).

c. Key areas of responsibility

- To be the Headmaster's dedicated personal assistant, sitting at the hub of the school's administrative system.
- To manage the Headmaster's diary and co-ordinate and prioritise all calls on his time.

- To ensure that the Headmaster’s administrative needs are fully absorbed to enable the Headmaster to fulfil his responsibilities to the best of his ability.
- To host all of the Headmaster’s visitors, and to support him in all of his public events and commitments in school and beyond.
- To meet on a daily basis with the Headmaster, and to attend formal and informal meetings in support of the Headmaster as required.
- To manage all communications on his behalf as required by the Headmaster, ensuring high levels of discretion and confidentiality at all times.
- To organise the Headmaster’s travel requirements, and expenses.
- To have an oversight of the Headmaster’s social diary, liaising with his wife where required.
- To support the Headmaster’s involvement in public events on and off site, including the detailed planning of “high days” such as *Celebration and Farewell*.
- To provide marketing support as required, and co-ordinate and administer Headmaster inspired and led events.
- To work closely with the Operations Manager, providing support where possible.
- To maintain a stylish and appropriate look and feel in the Meeting Room, and the waiting area, ensuring a very positive impression at all times.
- To liaise with parents wishing to meet with the Headmaster.
- To ensure the Headmaster is appropriately briefed for all meetings (eg parents discussing senior school options; staff regarding performance management etc)
- To deal with requests by the Headmaster for information and data.
- To liaise with key staff in the writing of senior school references, and liaising with the senior schools in all matters relating to communications, and pupil transfer.
- To liaise with the office staff in maintaining and keeping pupil records updated.
- To co-ordinate and process the writing of pupil reports by the Headmaster.

- To work closely with the Operations Manager, providing support where possible,
- To liaise closely and continuously with the Registrar and the Leadership Support Administer in terms of diary alignment and events planning.
- To maintain supplies of official school stationery for the Headmaster, the Head's PA (maternity), and the school office.
- To carry out general office and administrative duties as required by the Operations Manager to ensure the smooth running of the school.
- To provide general first aid as one of the office team in support of the School Nurse.
- To be fully committed to professional development, and attend courses as required.
- To comply with Health and Safety requirements.

d. Person specification

- A highly personable self-starter with excellent presentation and people skills, the ability to think and plan ahead.
- A team player with excellent organisational, and administrative skills, and an acute understanding of how to support (and "protect") the Headmaster.
- A strong communicator on and off paper, with first-class people skills, having the courage and diplomacy to be able to handle difficult people elegantly, and able to unpick tricky and sometimes sensitive situations.
- A high level of competence with IT appropriate to a wide range of tasks undertaken by the Headmaster's PA (maternity).
- A clear commitment to working in a busy and enriching prep school environment where the children always come first.
- A willingness to enhance existing skills, and develop new ones, and to commit fully to the culture of professional development in support staff and school improvement.
- A proven ability to use IT, and different software systems.

- A sense of humour, adaptability, and a can do, will do attitude, a willingness to “go the extra mile”, and able on the rare occasions when the need arises to call on a “Dunkirk spirit” (which may sometimes mean working beyond the recognized hours).

Prep schools are wonderful places, but they are exacting and demanding of time and energy, too. As such this probably isn't a role for someone who guards their time carefully. But the rewards can be considerable in terms of satisfaction, personal fulfilment, feeling you can make a difference, and being recognized for it. It is also pretty vital to like the company of children, and, indeed, their teachers! Thomas's Clapham is a wonderfully positive community, and the Headmaster's PA is central to generating a highly positive atmosphere with colleagues, parents and children.

Safeguarding and Child Protection

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

A brief letter of application, curriculum vitae, and a completed and signed application form, should be addressed to the Headmaster, Philip Ward, as soon as possible.

The Headmaster would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted either at the School by phone (020 7326 9301) or by email – pward@thomas-s.co.uk.

Details of the post and application forms are available on the Thomas's London Day School web site www.thomas-s.co.uk/Working-at-Clapham or you can email the Operations Manager, Mrs Viki Stanton – vstanton@thomas-s.co.uk.

Interviews will take place on **Thursday 9th June 2016**.

PC Ward
April 2016

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The 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 work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.