



**APPOINTMENT OF
PERSONAL ASSISTANT TO
THE BUSINESS DIRECTOR**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**



WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

At Sir William Perkins's School, academic success is always our priority, but education should be about far more than achieving top grades. We believe in educating the whole person and equipping our students with the confidence to make their mark on the world. We challenge each student to explore their potential through academic aspiration and active participation and we teach our students to expect Great Things of themselves, because we know every individual is capable of Great Things.

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

**GREAT THINGS
EXPECTED**



“
**EXCELLENT RESULTS
ACHIEVED WITH
A BIG DOLLOP
OF HUMOUR,
HUMANITY AND
FREEDOM OF
THOUGHT.**
”

The Good Schools Guide

OUR AIMS

The School's Aims are to:

Inspire excellence in academic standards
Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work

Help each student:

Develop fully as an individual with integrity
Refine creative and practical skills
Gain the qualifications they need to embark on, and succeed in their chosen career
Think independently
Be a confident, responsible and unselfish member of the community

A SWPS student is encouraged to be:

Curious about their world and their future
Ambitious for themselves and for others
Generous with their thoughts, their gifts and their time

**GREAT THINGS
EXPECTED**

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



**GREAT THINGS
EXPECTED**



THE POSITION

Term-time only position plus 5 days during the School holidays
Accountable to the Business Director

**GREAT THINGS
EXPECTED**

THE PURPOSE OF THE POST

The job description is designed to give an overview of the tasks and responsibilities for this role, and it is not intended to be exhaustive. The Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

MAIN DUTIES AND RESPONSIBILITIES

Admin

Maintaining and developing administrative systems within the Bursary including the comprehensive filing of legal and other relevant documentation

Responding to email, telephone, face to face and postal enquires

Managing diary – daily briefing

Dealing with paperwork including handling confidential information

Tidying room before/after school, clearing as necessary

Organising refreshments/hospitality arrangements

Dealing with telephone calls and enquiries

General filing and photocopying and other admin duties to support the Business Director/Deputy Head

Taking minutes in meetings

Organisation meetings including catering for the meeting

Arrange and attend the School's Health and Safety meetings and other Governor meetings as necessary

Lettings

Manage admin for lettings, providing admin support to the Operations Manager

Clerking

Manage the preparation of information for Governors including Governor papers, maintaining records of documents and other information as appropriate

Minute the Board and Governor meetings, including the operational requirements around these meetings

Undertake AGBIS training and ensure Governor compliance and training documentation is up to date

Arranging meetings and sending out agendas
Managing the induction of new Governors to ensure compliance with legal requirements

Liaising with Governors on various matters and procedures

Circulating and updating Governors on school news and events

Reviewing latest legislation on governance

Bursary process

Manage admin for bursary applications, providing admin support to the Operations Manager



PERSONAL ASSISTANT TO THE BUSINESS DIRECTOR PERSON SPECIFICATION

**GREAT THINGS
EXPECTED**

QUALIFICATIONS AND EXPERIENCE

Good level of School qualifications

Experienced administrator is essential

Experience of a role involving detailed organisation and attention to detail

Experience of using a Management Information System is desirable but not essential

Experience working in a School is desirable but not essential

KNOWLEDGE, SKILLS AND ABILITIES

Excellent organisational and time management skills

Stays calm under pressure

Able to relate effectively and to earn the confidence of colleagues, students, and parents

Confident user of IT, including word processing, spreadsheets and management information systems

PERSONAL

Commitment to the aims, ethos and objectives of the department and the School

Reliable and dependable

Ability to form strong working relationships

Good listener and communicator

Professional and with integrity

Dedicated and hard-working

An effective team-player, who has a keen interest in all aspects of School life and happy to get involved

Flexible, reflective and willing to learn

Enjoyment of new challenges and experiences

SAFER RECRUITMENT

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure





WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate

Fee remission

Membership of group personal pension scheme with life assurance cover for non-teaching staff

Learning and development opportunities

Access to Employee Assistance Programme (EAP)

Free lunch during term time, when working hours permit

Limited staff parking and secure bike sheds

Free use of school gym at specified times

On site fitness sessions for a small fee

Strong tradition of on-going financial investment and development

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all

Staff Social Committee

Warm and engaging working environment and an excellent staff room

Access to a staff discount platform



JOIN US

APPLICATION

Applications should include a personal statement and are made through the School's website at www.eteach.com/careers/swps/

DEADLINE

Applications will be considered on arrival and the School reserves the right to interview and appoint at any time

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school

**GREAT THINGS
EXPECTED**





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SCHOOL

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