



IPSWICH SCHOOL

EXECUTIVE ASSISTANT TO THE PREP HEAD

Full-time during term time, permanent, required from September/October 2023

IPSWICH SCHOOL

Founded during the fourteenth century, Ipswich School is one of the foremost independent schools in East Anglia. We have over 1,100 pupils aged between 3 months and 19 years and are co-educational throughout. The most recent ISI inspection of the Senior and Preparatory Schools (in September 2022) judged us to be *Excellent* in all categories, and The Lodge Day Nursery was graded *Outstanding* by Ofsted: these are judgements of which we are very proud. The School operates a 5-day week, with representative sports played during the week and on Saturdays.

THE PREPARATORY SCHOOL

Ipswich Preparatory School, for pupils aged rising 5 – 11, is the primary aged stage of Ipswich School and close links are enjoyed with the Senior School. There are two classes per year group, Reception to Year 6 and a day care nursery (The Lodge) which caters for some 100 children aged 3 months to the time the children join Reception.

The Prep School operates as one unit, from Reception to Year 6 with lessons on Mondays to Fridays. Whilst there are organisational differences between the ways in which school life is structured for infant and junior pupils, there is no formal separation of the school into two sections.

Most pupils proceed to the Senior School at 11+ having been offered a place at the end of Year 5. Some children join in Year 6 and therefore wait for an offer until after the entrance tests. Many win scholarships to the Senior School, including academic, art, music, and sports awards.

Pupils follow a broad and balanced curriculum. Academic achievement is high and the School has particular strengths in art, music, drama and sport. All classes, with the exception of Years 4 to 6 are generally taught by their Form Teacher, although some subjects, such as Languages, Art, Computing, Games, Music and Science are taught by teachers specially appointed to teach that subject, throughout the school. The School has Learning Support staff, a school counsellor and a good number of teaching assistants.



Facilities

The 'Lower Prep' building for Reception to Year 2 (Key Stage 1 and including a Lodge Day Nursery room) was opened in 1996, and in 2006, the upper part of the Prep (Years 3 – 6/Key Stage 2) moved into purpose-built accommodation on the same site. The Prep School shares some facilities with Ipswich School, primarily the dining hall for Years 4 to 6, School Chapel, playing fields, swimming pool, pavilion, sports halls, and we have floodlit all-weather pitches at our sports grounds and a woodland area.

The Prep has its own multi-purpose halls, science laboratory, art/technology room, libraries, adventure and hard play areas, ICT suite and music rooms including practice rooms and dedicated after school facilities.

Curriculum

The School broadly follows the National Curriculum but we no longer participate in SATs. The pace of learning is fast and enables pupils to look well beyond the confines of the National Curriculum, learn Languages from 4+, embrace breadth of study in all subjects and extend skills through an extensive activities and co-curricular programme, which is continually evolving.

Scholarships to Ipswich School and to other selective senior schools are regularly won. Under the guidance of the Director of Studies, there is good liaison between Prep School subject leaders and Senior School heads of department.

Sport is a strength. Pupils follow a varied programme of activities, which include rugby, hockey, cricket, netball, swimming, gymnastics, athletics, and dance. Regular fixtures are held against neighbouring schools and excellence is fostered, whilst always adhering to a policy of 'sport for all' and a high emphasis on getting the skills right at this early stage.

Music is a particular strength of the school; all pupils being taught to play a string instrument in Year 3, where a choice of cello, viola, violin and double bass are offered and instruments loaned by the School. Notation is taught through Stave House from Reception. Musical opportunities abound, whether through choirs, orchestras, jazz groups, concert bands or chamber groups.

Art and Drama afford children opportunities to explore their creative side and drama takes place in the curriculum every week; the Year 6 play being its pinnacle. Children have a myriad of opportunities in art, including taking part in external competitions and we are often very successful in these.

Ipswich Prep School is developing a strong 'outdoor curriculum' where we take advantage of using the world around us to learn. This includes lessons beyond the classroom, using our small wood and visiting our affiliated farm to learn 'on the farm', not about it. We also have an established Bushcraft programme and successful residential visits are part of the curriculum.

The children use our chosen Learning Dispositions to develop metacognition; an understanding of how they learn in all aspects of school life.

The Lodge Day Nursery

The School's day care nursery (The Lodge Day Nursery) offers exceptional childcare provision for children aged 3 months to 4 years. We work in partnership with families to ensure each child feels safe, secure and has plenty of opportunities to discover new adventures, learn, grow, and thrive.

Situated close to Ipswich Prep School, The Lodge is easily accessible in the heart of Ipswich. Our attractive buildings offer bright, spacious rooms, a large garden and outdoor environment.

We have four age ranges: Discoverers, Explorers, Adventurers and Pre-School and children move onto the next stage at the appropriate time, but when they are ready. Our specially designed rooms provide the perfect environment for each age range and children always have regular access to our spacious garden and outdoor areas. Our Pre-School room has a full-time qualified teacher during term-time.

The Nursery opens all year round (apart from Christmas week and a week in August) from 7.30am until 6.00pm and is managed by a dedicated manager and team of staff.

More information about Ipswich Preparatory School, Ipswich School and The Lodge Day Nursery can be located on our websites: www.ipswich.school and <https://www.lodgedaynursery.co.uk/>.

Our Core Values

The whole of Ipswich School and The Lodge Day Nursery work under the same **core values** and we expect all of our members of staff to uphold these values as follows:



Care

For each individual. For the community. For each other. For others.

Passion

For our subjects and activities. For the transforming power of education to realise potential.

Potential

Within each individual, our pupils, and our staff, to grow and excel in all that they do.

Communication

Clear, comprehensive, and timely.

THE POST

The current PA to the Prep Head, who has provided excellent support to the Prep Head for many years, is 'retiring' from this role, but will move to a part-time position in the School. She will work with the newly appointed Executive Assistant to ensure a smooth induction process and handover of duties and responsibilities during the Michaelmas term 2023.

The Executive Assistant will provide the full range of secretarial support for the Prep Head, who is directly responsible to the Headmaster and Governors for the Prep School. The Executive Assistant will liaise with teaching and support staff (especially the Prep Administration Team, the Prep Admissions Manager, Matron, the Estates Team, the Catering Managers, parents (prospective, current and past), pupils, members of the public, members of the Old Ipswichian Club, The Friends of Ipswich School, Governors, and others to facilitate the administration and coordination of the Prep Head's activities.

DUTIES AND RESPONSIBILITIES

- To act as first line contact for the Prep Head, using discretion and tact to ensure that telephone callers, visitors and staff members receive a professional response and a warm welcome, and are dealt with by the appropriate person.
- Secretarial duties - including dealing with mail and emails, generating and typing correspondence and other material from shorthand or longhand, taking and fielding telephone calls, filing.
- Managing the Prep Head's diaries (Google diary, School calendar and desk diary) and arranging appointments.
- Organising meetings of the Prep Senior Management Team: circulating paperwork as appropriate and arranging refreshments. Also arranging catch up meetings with individual members of SMT or staff on a weekly/fortnightly basis throughout the academic year.
- Arranging many other meetings (both internal and external) and organising accommodation and transport where necessary.
- Liaison with senior staff regarding assemblies, staff meetings, Prep Head absences etc.
- Taking notes at meetings and distributing as appropriate.
- Liaison with the Prep Admissions Manager to make appropriate appointments for prospective pupils and parents.
- Liaison with the Director of Finance and Operations, Director of HR, Director of Estates, Director of IT, Catering Manager and Prep Caretaking team where appropriate.
- Assisting the HR team in copying and certifying identification documents for volunteers and interview candidates, organising interview schedules for the Prep School and meeting and greeting candidates.
- Assisting in the maintenance of the School's database for pupils.
- Dispensing refreshments at meetings and functions as necessary.
- Assisting with First Aid duties in the Prep School, liaising with Matron, parents and other staff as required.
- General office duties, photocopying, filing, archiving, receiving and distributing post and parcels and sending electronic messages to parents via the School's IS Post system.
- Ensuring Prep policies and procedures are reviewed periodically and published in accordance with School and ISI guidance.
- Have an understanding and appreciation of the roles of other Prep Office staff, to ensure effective cover can be provided during staff absence.
- (In due course), supervision and line management of office based staff and Crossing Patrol Officers.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

ACCOUNTABLE TO

The Executive Assistant will come into contact with a wide range of staff, parents and pupils in the performance of his/her duties. You will have a close working relationship with the Prep School's Senior Management Team, including the Deputy Head, Director of Studies, The Lodge Day Nursery Manager and Phase Leaders. You will also have daily contact with teaching and support staff, and new and existing parents and pupils.

PERSON SPECIFICATION

- Ideally a proven track record of successful support to a senior manager (although we are very happy to consider someone without direct experience, who can demonstrate they have the potential to provide successful support to a senior manager)
- Good organisational skills with strong attention to detail and accuracy
- Ability to manage multiple tasks and deadlines

- Discretion, tact and the ability to maintain confidentiality
- Line Management experience would be an advantage, but training and support will be given to assume these duties over time (if required)
- Good literacy skills to prepare correspondence and reports and maintain records to a high standard
- Confident interaction with colleagues, members of the extended Ipswich School community, parents, pupils and visitors. The Executive PA is a key element of the face Ipswich Prep School presents to the world
- Excellent telephone manner, and experience in dealing with a range of different callers
- Flexibility to work occasionally early or late and at weekends as necessary. Time off in lieu can be taken as required
- An appreciation of the School, its tradition and history
- Excellent IT skills including MS Office, Google, Word and Excel skills (training will be provided on the School's software iSAMs)
- Experience in the taking of minutes.

HOURS OF WORK, SALARY AND BENEFITS

- This is a permanent post (subject to satisfactory completion of a probationary period lasting 6 months).
- The core hours of work during Ipswich School term time are from 8.00 am – 4.00 pm on Mondays to Fridays (35 weeks per annum), with a one-hour break for lunch (7 hours per day, 35 hours per week). There may be some flexibility with start and finish times in this role (to be discussed at interview with shortlisted candidates).
- During Ipswich School holiday periods, you will work from 8.30 am – 4.30 pm with a one-hour break for lunch (7 hours per day) for a total of 12 days (or, if agreed, for 24 half days, or a combination of full and half days) at mutually convenient times to be agreed with the Prep Head.
- Holidays may only be taken during Ipswich School holiday periods.
- The starting salary for this post (for the hours as described above) will be between £18,000 and 20,000 per annum and includes holiday pay as required by the Working Time Regulations.
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year and are reviewed annually on 1 September, with the first review for this post taking place in September 2024.
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- After 3 months' service and/or in line with workplace pension legislation, you will be auto enrolled into a defined contribution pension scheme with 3x salary life cover.
- The School runs an appraisal scheme for its support staff, to assist in the review and development of their role, and you will participate in this scheme.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by Tuesday 13 June 2023** to: Alison Knights, Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email hr@ipswich.school.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews will be held on 21 June 2023** when we will also ask candidates to undergo a competency assessment.

If we have not been in touch with you by 30 June 2023, then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, 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 Designated Safeguarding Lead (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

May 2023

