



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – DEPUTY CLERK TO THE GOVERNORS & BURSAR’S PA

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth.

The Deputy Clerk to the Governors & Bursar’s PA is responsible for providing proactive, comprehensive and confidential administrative, secretarial and organisational support to the Governors and Bursar. The successful candidate will have experience of a similar role within a professional environment supporting at senior level.

We welcome applications from suitably qualified and experienced candidates who can offer an excellent command of written and spoken English, an exceptional telephone manner and the ability to ensure all visitors to the Bursar receive an efficient and welcoming service, in line with the ethos of the school.

The post is full-time (Monday – Friday, normally 8.00am to 4.00pm, with an unpaid 30 minutes for lunch) and operates throughout the calendar year, requiring later finishes on Governor committee meeting days. This is a busy and varied role and a flexible approach is essential to be able to support fluctuations in workload, occasional evening or weekend meetings and events and to work additional hours where necessary.

The start date will be as soon as possible and can be discussed further at interview.

Person Specification

The successful candidate will be able to demonstrate:

- Substantial senior secretarial and administrative experience, working in a complex environment and supporting at senior level. Previous experience within an educational environment will be desirable but is not essential
- A positive outlook and a commitment to completing tasks to the highest standard
- Excellent interpersonal and communication skills, along with a diplomatic and discreet outlook
- Accuracy and thorough attention to detail
- Flexibility, adaptability, calmness under pressure, responsiveness to a changing environment, and an understanding of the unpredictable nature of work
- A pro-active approach to planning and prioritising work on their own initiative, as well as first rate organisational skills
- The ability to maintain a high work rate and to cope with a range of tasks and competing priorities
- Proficient use of Microsoft Office, desk-top publishing software, databases and management information systems
- Knowledge and understanding of data protection matters including the GDPR
- A willingness and ability to 'roll up sleeves' in an emergency along with a professional, unflappable and approachable demeanour
- An enjoyment of working in the company of children and young people, and of participating fully in the life of the school
- A high level of personal integrity, honesty, enthusiasm and stamina, and a commitment to maintaining the highest levels of confidentiality

How to apply:

Candidates are asked to apply using the online form linked to our advert on www.tes.com

Any enquires about the role or how to apply are welcome at hr@pgs.org.uk

The closing date is noon on 13th December 2023 and interviews will be scheduled to take place on the school site as soon as possible thereafter, during w/c 18th December 2023. Please note early applications are welcomed and the school may invite suitably qualified and experienced candidates to interview prior to the closing date.

Line management responsibility for	This role has no specific line management responsibility.
Main duties and responsibilities	<ul style="list-style-type: none"> • Maintaining up to date Companies House and Charities Commission reports and filings on behalf of Governors • Preparation of agendas and the minuting of meetings involving the Bursar to include; all Governor meetings, the School Business Meeting, the Information Services Programme Board, and the Health and Safety Executive Group • Administration related to the Governing Body and its termly meetings and social events to include; ICT assistance, catering requirements, uploading documents to MS Teams and linking papers to agendas, and maintaining up to date committee action grids and TORs • Plan and organise internal and external meetings as required by the Bursar, ensuring that appropriate facilities are booked, information and refreshments are provided and make travel arrangements if required • Plan and manage the Bursar’s diary, appointments and reminder systems in order to make the most effective use of his time, including travel arrangements for the Bursar, as required. • Deal proactively with incoming and outgoing correspondence to and from the Bursar’s Office, including drafting letters and emails, to ensure appropriate and timely responses to all communications. • Liaise with the Heads of Estates, Finance, ICT, Development, Admissions and HR to facilitate meetings involving those functions and the Bursar and develop a good working knowledge of these business areas. • Communicate with Governors to include responses to queries, parental complaints, organisation of meetings and training or strategy days, compliance for annual audit, and reimbursements of Governor expenses • Collate documents for Subject Access Requests. • Be the focal point for school insurance queries and claims including property, personal, travel and motor claims. Responsible for the administration of the Private medical health care policies for SMT. • Organise and enter all staff onto GDPR Sentry for relevant training and refresher training as required and enter any data breaches. • Coordinate the completion of annual surveys in January/February from ISI, Baines Cutler and Department for Education; circulating relevant sections to HoDs/Depts for their statistics and inputting collated data by required deadlines. • Administration of support staff ‘Help at Hand’ wellbeing portal. • Act, on behalf of the Bursar, as a point of contact for school trips which take place in the holidays, finding solutions to problems that arise and making all necessary arrangements to resolve as required.

	<ul style="list-style-type: none"> • Provide occasional secretarial support to the Head of Finance including financial assistance as directed and any death in service claims. • As a Bursary team member, support and cover for other members of the department, as required, to include printing of lunch cards, fee payments, and other general enquiries. • Other duties to support the smooth running of the Bursar’s Office as reasonably required by the Bursar from time to time. <p>The duties of the role will be reviewed regularly according to the needs of the school and may be subject to change from time to time.</p>
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • The role is based on the school site in the Senior School and requires some direct contact with pupils and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.
<p>Benefits</p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>Key financial benefits of employment at PGS include a generous salary structure and leave allowance.</p> <p>The salary offered will be dependent upon the skills and experience of the successful candidate. An indicative salary range for this full time role is £26,133 to £29,687 per annum. The full-time annual leave allowance of 25 days per annum increases to 30 days over 5 years. Annual leave should normally be taken in the school holiday periods and not during term time.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Aviva whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.</p> <p>Additional benefits include the provision of a free two-course lunch during school term times, and free use of the school’s Sports facilities which include a well-equipped Fitness Centre. The school is also an approved operator of the</p>

	<p>Cycle to Work Scheme.</p> <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p> <p>All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.</p>
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Person specification			
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			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A good standard of education, with excellent spoken and written English 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • A good standard of education 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

<p>Experience</p>	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Substantial senior secretarial and administrative experience, working in a complex environment and supporting at senior level 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a similar role in an educational setting 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent interpersonal and communications skills, along with a diplomatic and discreet outlook • A good telephone manner and the ability to deal with visitors and callers in a calm and courteous way • An enjoyment of working in the company of children and young people, and of participating fully in the life of the school, including attending the school for out-of-hours events at evenings and weekends • A high level of personal integrity, honesty, enthusiasm and stamina, and a commitment to maintaining the highest levels of confidentiality • Accuracy and thorough attention to detail • Flexibility, adaptability, calmness under pressure, responsiveness to a changing environment, and an understanding of the unpredictable nature of work • A pro-active approach to planning and prioritising work on their own 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<p>initiative, as well as first rate organisational skills</p> <ul style="list-style-type: none">• The ability to maintain a high work rate and to cope with a range of tasks and competing priorities• A willingness and ability to 'roll up sleeves' in an emergency along with a professional, unflappable and approachable demeanour• Sufficient numeracy to deal confidently with statistical data• The ability to develop positive relationships across the school.• The ability to work in a team and to become involved in the life of the school and engage with a wide variety of people		
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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • Proficient use of Microsoft Office, desk-top publishing software, databases and management information systems • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to work collaboratively across departments and support functions • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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