



James Allen's Girls' School 4–18

Jags



**CANDIDATE PACK FOR
PERSONAL ASSISTANT**
To Deputy Head, Pastoral

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

www.jags.org.uk



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JAMES ALLEN'S GIRLS' SCHOOL

JAGS has been inspiring and educating pupils for over 270 years. It is the oldest girls' independent school in London. While we are proud of our history – it's made us who we are – we are very much a school of the present and the future. We celebrate the best of the old while embracing the latest innovations and technology.

Our day school pupils are drawn from a dynamic variety of cultural, social and economic backgrounds, with 50 languages spoken at home. We currently have 126 pupils on our own bursaries, with 51 of them on free places and an average of 89% fee subsidy paid. Diversity is our strength, but we share a common purpose: to help all our pupils fulfil their potential. We know we are lucky and that we gain from sharing what we have. 'Good Neighbours' has been our policy for many years. We look outwards and draw people in. We are part of the world around us.



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In a changing educational world, my core values remain intact. As an Oxford graduate, and student of literature, I want pupils to love learning for its own sake and to strive for excellence.

But true education always comes back to people. To supporting the young on individual journeys so they are ready to lead purposeful, happy adult lives. As soon as I set foot in JAGS, I knew that this was at the heart of the school's ethos too. Known for its academic excellence, JAGS is so much more. It is a school with heart and conscience and one which reaches out beyond its own community.

I also believe firmly that schools have responsibility for the whole person. Sport, arts and leadership are part of that - but the less measurable qualities of social responsibility and empathy are just as important.

Jill Anne Gray



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WORKING AT JAGS

Working at JAGS is more than just about working. JAGS is a community and a family that strives to create a warm and supportive environment for both the girls that come to learn here, but also for the staff that come to work here.

From your first day at JAGS you will have access to some of the best facilities in the country and will be encouraged to take part in the many activities here.

JAGS works hard to attract the best staff and therefore the benefit package at JAGS is very generous. We have our own pay scale which is above the national average and we also offer all staff a discount on school fees. You will have access to our multi purpose sports centre which includes tennis courts, a 25m swimming pool, spin studio and a rock climbing centre. You will receive free lunches as well as free parking and free access to the Dulwich Picture Gallery.



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PA TO DEPUTY HEAD, PASTORAL

We are looking to recruit a highly organised Personal Assistant to provide expert assistance and support to the Deputy Head of Pastoral . The PA will undertake a range of secretarial, administrative duties and diary management.



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PA TO DEPUTY HEAD PASTORAL

Essential

- Educated to A Level or equivalent
- Experience in previous roles as a Personal Assistant or senior administrator
- Flexible and very calm, able to work efficiently under pressure with a good sense of humour and perspective
- Exceptional organisation and administration skills with the ability to meet deadlines.
- Exceptionally high level of confidentiality and discretion
- Advanced ICT skills, particularly Microsoft Office, including Word and Excel, and Management Information Systems.
- Ability to work as part of a team or alone as required
- Ability to liaise with senior leaders across the school.
- Good communication skills both written and oral; high levels of accuracy in written English
- Ability to work accurately with attention to detail
- Tact, patience and diplomacy

Desirable

- Educated to graduate level
- Previous experience of working with an educational setting,
- Previous working knowledge of Safeguarding Children's Act 1989
- Experience of using ISAMS/CPOMS – Child Protection and Online Management System

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