



BREDON
SCHOOL

PA TO THE HEADMASTER
Immediate Start

APPOINTMENT BRIEF



About Bredon School

Bredon School is situated on a rural 84 acre site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Staff benefit from a friendly and supportive Common Room with regular opportunities for professional development. Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Appointment of PA to the Headmaster

The role is to provide the highest level of executive administrative support to the Head and bursar. Experience of supporting executive management in a fast paced environment is essential, ideally within the educational sector. This is a high profile and exciting role that demands excellent judgement, initiative, problem solving skills, tact, diplomacy and absolute discretion. The post holder will have a clear focus on high quality and be able to manage a complex workload with conflicting demands. Outstanding communication skills and high level IT skills are a prerequisite.

The Role

Working alongside the Head, the role of the PA is to support the leadership team to ensure that the strategic, operational planning and administration of the school runs smoothly. The post holder will also be required to work closely with the Senior Leadership Team and Governors providing confidential secretarial and administrative support. A flexible team player is required, who can adjust to the demands of the academic year. The PA to Head will keep abreast of organisational issues and have a general understanding of the Schools aims and objectives.



Key responsibilities:

- Assist the work of the School by providing administration support at an executive level
- Provide a full secretarial and administrative service to the Board of Governors, Head and SLT
- To assist the Head in leading and managing the work of the school
- Ensure all relevant paperwork is provided in advance of meetings and highlight any forthcoming events etc. which he will be attending
- Field calls, dealing with callers sympathetically and efficiently, redirecting calls where appropriate
- Assist the Head to review and monitor Performance Management procedure, ensuring timely completion of appraisals
- Attend SLT meetings, recording minutes and action points; and follow them up to ensure completion
- Work with SLT to advise on, facilitate and assist in any and all processes as required e.g. coordinate the team's calendars, schedule meetings etc
- Organise and maintain filing systems
- Assist the Head in preparing the school for Inspections
- Assist the Head with the recruitment and appointment of new staff
- Assist with the Tier 4 applications
- Type, proofread, print and despatch correspondence, including emails, letters, newsletters and programmes for events
- Take minutes of meetings as required



- Prepare for major school events including Founder's Day, Open Days, School Fete, Carol Service and other services throughout the year
- Complete the Annual Census for the Department for Education and the ISC in conjunction with the Data Manager
- Cover Receptionist duties
- Liaise with FAB (Friends at Bredon) and providing administration for their events including circulation of information to parents
- Arrange UK and overseas travel for the Head and the SLT
- Ensure cover for admin support during periods of staff absence including holidays Produce any highly confidential documents required
- Produce paperwork in relation to student exclusions
- Have a thorough knowledge of the School's database (schoolbase) and be able to download and manipulate reports from that system as required
- Update policies and procedures included in the staff handbook and on the website
- Manage the 'Enquiries' emails
- Update the 'Old Bredonians' database



Generic Accountabilities

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

Hours of Work

The designated hours will be Monday to Friday 8.30am – 4.30pm, with 30 minutes for lunch. Hours may vary according to admissions events or functions taking place and therefore a degree of flexibility is required for the role. The role is Term Time, 34 weeks, plus an additional 6 weeks to be worked in the school holidays. The dates of these additional six weeks will be agreed with the Headmaster.

Benefits

Free onsite parking

Beautiful working environment

Lunch provided in term time and during periods of lets during holidays

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to a minimum 5 GCSE's grade A*-C including English and Maths	<ul style="list-style-type: none">• Educated to A level / Degree Level or equivalent
Experience	<ul style="list-style-type: none">• Three years in a similar position• Proven track record of successful support to senior management	<ul style="list-style-type: none">• Experience of minute taking
Skills and Knowledge	<ul style="list-style-type: none">• Excellent inter-personal skills with the ability to communicate effectively and to assess and diffuse confrontational situations• Strong IT skills• Accuracy and attention to detail• Excellent organisational skills• Effective time management• Discretion, tact and confidentiality• Excellent telephone manner• Ability to manage multiple tasks and adhere to deadlines• Good literacy skills to prepare correspondence and reports and maintain records to a high standard• Flexibility to work occasionally early or late and at weekends as necessary	<ul style="list-style-type: none">• Typing speed of 50+ wpm• Shorthand• Knowledge of SchoolBase, including report generation• Knowledge of the Independent School sector• Health & safety legislation• Knowledge of Google suite• Tier 4 Visa process