

PERSONAL ASSISTANT

to the Head and Senior
Deputy Head of the Perse

CANDIDATE PACK

September 2021



THE PERSE
SCHOOL
CAMBRIDGE

The Perse School



The Perse School is one of the country's leading independent day schools and a charitable company, educating 1,700 girls and boys aged 3-18. We are a very special school which is both traditional and innovative, ambitious and caring, understanding and structured, industrious and fun.

Located in Cambridge, we comprise of three schools, the Upper, Prep and Pelican. We also have two franchise Schools overseas in Singapore and Suzhou. Given the outstanding education offered, we are consistently over-subscribed and in strong financial health with an annual turnover of some £30 million. The School regularly achieves some of the best public examination results and university application outcomes in the UK.

In addition to the day to day curricular and co-curricular activities of the schools, The Perse provides public benefit to local and international communities. Over 70 pupils attend the School on means tested bursaries meaning they pay no or subsidised fees. This enables the Perse to be accessible to children irrespective of financial wealth. The Perse also works with 30 state schools in the UK and Cristal House School overseas on projects to raise educational attainment.





Purpose of the role

This is a fantastic opportunity for a highly organised and experienced Personal Assistant to join our professional administrative support team.

This is a role which will go beyond that of a School Secretary. It will involve you proactively managing upwards to fully support the most senior leaders to fulfil the School's mission. You will be working closely with the Head and Deputy Head providing a full, highly professional and efficient administration support service.

The role is varied and interesting as you will be a key first point of contact for many members of the Perse community, including current and prospective parents, governors, staff, pupils and alumni. You will also communicate regularly with external bodies and with visitors to the School. As such a professional, personable, discreet and efficient approach is always required.

As a member of the support staff, the PA's ultimate line manager will be the Bursar, although day to day responsibility will be to the Head of the Perse and the Senior Deputy Head.



Key Responsibilities



- Managing incoming communication to the Head's office (emails, telephone calls, post etc.) This will be varied and may often be of a sensitive nature.
- Producing documents, briefing papers, reports and presentations for meetings.
- Minuting meetings - including those of a confidential and sensitive nature.
- Working with the Communications team to produce internal and external communications including the Head's newsletters.
- Organising and maintaining the Head's and Senior Deputy Head's electronic diaries.
- Operating a bring forward and reminder system for the Head.
- Servicing meetings of the Upper Executive Leadership Team, the 3-18 Senior Leadership team, the Heads' and Bursar's meetings, and other meetings as organised by the Head.
- Carrying out research for the Head and Senior Deputy Head.
- Reviewing documentation for the Head and Senior Deputy Head.
- Providing administrative assistance for the other Deputy Heads and the Bursar when their PAs are absent / on leave.
- Arranging travel and accommodation for the Head whilst on school business.
- Carrying out other reasonable tasks as requested by the Head / Senior Deputy Head.
- Managing the planning and delivery of some school events for parents, pupils, Staff and governors including welcome teas and Head's breakfast meetings.
- Attendance at key school events eg open days/events (including occasional evenings and one Saturday) to support the Head and ensure the event is successful.
- Helping the Head with quality assurance processes to ensure that the School produced material is always accurate and high quality.
- Assisting with the organisation of teacher recruitment interviews.

In addition to the above duties, the PA is a member of the wider academic support staff and is thus expected to be a team player who will assist other staff during busy periods and, as appropriate, provide cover when other members of the team are on holiday, particularly co-ordinating their planned leave with the PA to the Bursar & Clerk to Governors to ensure cover.



Person Specification



The successful applicant will have the following qualifications, skills and qualities:

- Proven successful experience of working as a PA in an organisation of excellence.
- Ideally educated to graduate or equivalent levels of experience.
- Excellent interpersonal skills, considerable emotional intelligence and the ability to communicate effectively and appropriately with governors, staff, present and prospective parents, pupils, alumni and external bodies.
- A close attention to detail and a conscientious approach with a commitment to accuracy and excellence.
- Strong organisational skills with the ability to plan, prioritise and multi task.
- Well-developed ICT skills with a strong working knowledge of Word, Excel, PowerPoint and databases.
- Well developed written communication skills, with excellent standards of literacy and the ability to proof read and draft high quality correspondence.
- A 'can do' attitude and a flexible approach to tasks.
- Initiative and practical problem solving skills.
- The ability to handle sensitive and confidential matters with complete tact and discretion.
- High quality secretarial skills including fast, accurate typing.
- A strong customer service ethos and an excellent telephone manner.
- Good team working and time management skills.



Job Specific terms and conditions



Hours

This post is full time (37.5 hours per week) with the exact working hours to be determined with the successful candidate. Whilst term time is very busy and can require some longer working days, we can be flexible during the holiday periods to allow for shorter working hours or longer periods of leave.

Term time is defined as the published school term dates plus 2 additional days immediately preceding the published term (these are staff INSET days and one additional day immediately prior to the published start of the Lent term). The Perse has its own term dates, and terms are typically shorter (but longer school days) than in maintained sector schools.

The Head's PA is required to work on one Saturday during the year - Open Morning (last Saturday in September), for which payment is included in the salary. There will also be occasional evening work, for example assistance at open evenings and parent events, for which additional payment or time off in lieu will be made.

Pay and benefits

The starting salary will be very competitive according to qualifications and experience.

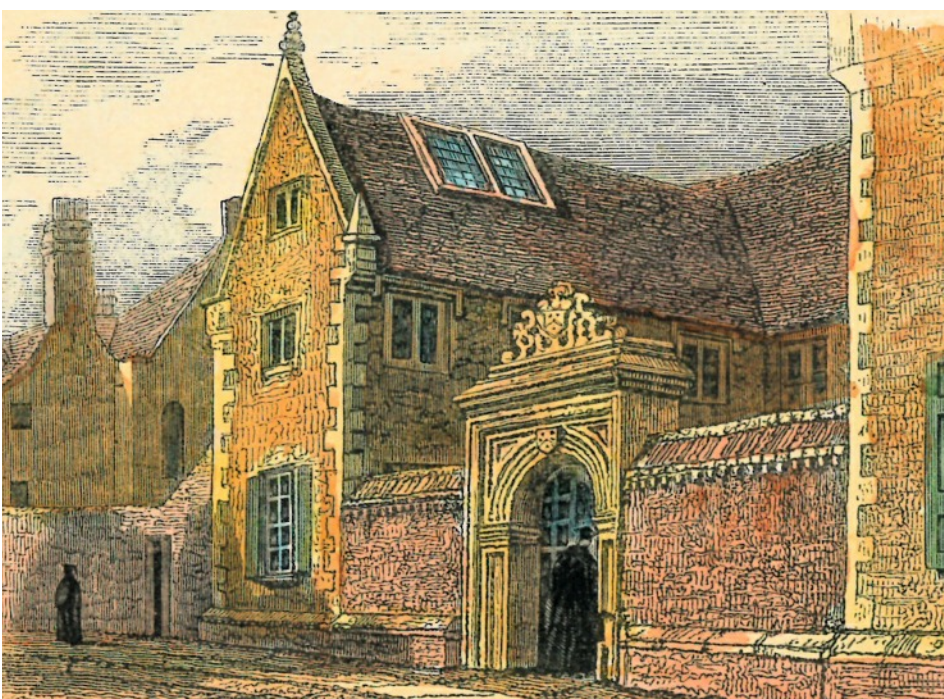
Membership of a Group Personal Pension Scheme with employer contributions of 13.75% of pensionable salary. Death in Service benefit of 3 x salary.

Paid holiday entitlement is pro rata to 6 weeks plus Bank Holidays per annum. One week has to be taken at Christmas. Holidays may not normally be taken during term time.

Free staff lunch provided in term-time.

Free access to sports gym (subject to some time restrictions)

Available on-site parking. Cycle to Work Scheme.



Application Process



Candidates should complete the online application form available on the vacancies section of the School website www.perse.co.uk

Any queries regarding the application process should be directed to the HR team at recruitment@perse.co.uk

Closing date for applications: Noon on 24 September 2021.

First stage interviews: 30 September

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The Perse School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



