

Appointment of Personal Assistant to the Headteacher



St Olave's Prep School

LET THE ADVENTURE BEGIN

An introduction to St Olave's Prep School



St Olave's Prep School is a diverse, friendly and very successful co-ed day school. It benefits from a superb reputation in the area for providing an excellent education across the curriculum and nurturing all pupils so that they achieve outstanding success in a wide range of areas. Parents also value the friendly, family nature of the school and the very high quality of teaching. The school was founded in 1932 and became a charitable trust in 1970. The premises have been extensively expanded and modernised to meet demand for places.

St Olave's is a mixed ability school with approximately 220 children aged 3 to 11 years. There is one Nursery class expanding to two forms per Year group from Reception to Year 6. Early Years entry is non-selective, while older children joining the school are assessed for general suitability.

Pupils leaving the school at 11 years usually gain places in a school of their choice, some with scholarships. The schools that the pupils progress on to are independent senior schools in the South East London area and Kent as well as maintained grammar and secondary schools.

The dedicated and highly motivated Trustees, Senior Leadership Team and staff provide a superb environment in which every child can flourish and develop his or her talents to their full potential. The school offers a broad curriculum where pupils achieve academic success while exploring their talents and interests in the creative arts, music and drama.

Our Mission Statement



A St Olave's Prep School education prepares every child to progress to the next stage of their education with self-confidence, technical abilities, knowledge and ideals, so that they can take full advantage of every opportunity that comes their way.

To achieve our aims we

- have high expectations of all children and challenge individual abilities
- encourage and foster a love of learning in a stimulating and caring environment
- prepare children for their future learning
- develop the whole child's academic, pastoral and emotional well-being
- prepare children to become responsible citizens for the 21st century, playing an active role in the community
- provide a happy, safe environment where a child feels confident to talk to staff
- uphold a Christian ethos whilst encouraging respect for all other religions and beliefs
- provide quality first teaching
- provide effective home-school partnership
- cater for individual needs

Our School ethos and culture



- The culture of the school is inspirational and aspirational. Whatever the level of achievement of children when they arrive, they will be supported, challenged and inspired to achieve their best. This is achieved through excellent individual knowledge of every child and by an unrelenting focus upon high expectations and expert teaching.
- We cherish the diversity of our school community. We are a school where children from a rich variety of backgrounds mix readily and easily. We are open minded and have an international outlook, in light of the global opportunities that we are preparing children for.
- Our children make exceptional academic and personal progress. This is made possible by an individual, personal approach to the academic development of each child which is characteristic of our inclusive and warm community. This is a school with a 'family' atmosphere where students mix readily between age groups and great emphasis is placed upon service to others within and outside our community.
- Our emphasis on learning outside the classroom, to support learning inside the classroom is very important to us - we genuinely believe in a creative and balanced education, hence the value we place upon a rich and diverse co-curricular and enrichment programme.
- We provide an innovative education, bringing technology into the classroom to equip children with the skills they need for a life and career in a tech-driven future.

Leadership, Management and Governance



The Head of St Olave's Prep is Miss Claire Holloway, who was appointed in 2017.

The Senior Leadership Team includes:

- Headteacher
- Deputy Head (Academic)
- Assistant Head (Pastoral & Inclusion)
- Head of EYFS
- Bursar and Clerk to the Trustees

The Board of Trustees is headed by the Chairman (Peter Houillon) and consists of up to nine Trustees.

Facilities and Local Area



Our specialist sports facilities can be found 10 minutes from the school, in New Eltham. Every week, groups of children walk to the courts and pitches for their games afternoons.

We are situated in the London Borough of Greenwich on the borders with the London Boroughs of Bexley and Bromley. The catchment area is solid, containing London commuter families as well as parents working locally. Central London is 25 minutes away by train and the school is just off the A20 and about seven miles inside the M25. Our nearest train station is New Eltham.

About our school



The school nurtures children in their most formative years, introducing children of three to the social aspects of mixing with other children and the beginnings of reading, writing and mathematics. By the time they leave the school to transfer to secondary schools, the foundations have been laid for independent study, an understanding of the world of today and their role within it and the ability to problem solve. The St Olave's pupil has an enquiring mind and a motivation to succeed within the context of caring for and respecting others.

Although the school is always full of activity, the atmosphere is calm, caring and conducive to learning, with a respectful rapport between pupils and staff. Teaching combines traditional methods with the use of new technology and is conducted at a pace that maintains the interest and motivation of each pupil. From the start each one is stimulated and encouraged to explore a range of activities, which help to develop confidence and skill. Clubs are varied and led by the children's interests and staff enthusiastically involve their pupils in many supervised activities at lunchtime and after school.

Pastoral care is given high priority and pupils are looked after and supported by staff in all aspects of school life. There is always time to listen, time to talk, and time to help. Parents are encouraged to take an active part in their child's learning.

JOB DESCRIPTION – Personal Assistant to the Headteacher

St Olave's Prep School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post of Personal Assistant to the Headteacher at St Olave's Prep is a rare opportunity to work as part of a highly motivated and skilled team of staff who work extremely hard to ensure that our pupils are at the heart of everything that they do.

Main duties: The role is outlined below.

Whole School Aims

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well equipped to play an active role in society.

Here at St Olave's we also aim:

- To create an atmosphere of happiness and warmth in which children are motivated to work and play to the best of their abilities.
- To offer a broad, balanced enhanced curriculum, covering and exceeding the National Curriculum.
- To generate – both inside and outside the classroom – a sense of vitality, energy, colour, and a conviction that learning is fun.
- To see lunchtime and after-school extra-curricular activities as essential to the life of the school.
- To maintain close links with parents.

Main duties:

Personal Assistant to the Headteacher responsibilities:

- To manage the Headteacher's diary.
- To coordinate administration for the Headteacher; typing, copying, collating etc to a high standard.
- To note and coordinate the Headteacher's follow up actions at the end of meetings and from correspondence.
- To carry out background research and present findings as required by the Headteacher.
- To ensure the Headteacher is well prepared for meetings and that meeting rooms are set up if necessary.

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- To assist the Headteacher with organising school events and programmes.
- To collate school references for pupils in conjunction with the Head of Year 5 and 6 and class teachers.
- To produce and collate agendas and copying papers for meetings.
- To organise all correspondence for the Headteacher.
- To minute meetings and distribute minutes as required.
- To prepare monthly pupil birthday card lists for the Headteacher.
- To liaise with the Catering team to organise catering requirements for the Headteacher.
- To arrange pupil practice interviews for pupils applying to secondary schools.
- To liaise with the Fundraising and Social Committee to ensure communication is accurate and timely.
- To act as the emergency response coordinator.

Office Manager responsibilities:

- To line manage other staff in the School Office, supporting them in providing an efficient, friendly and professional front line service for staff, parents, pupils and visitors.
- Ensure that the website is kept fully up to date.
- Handle all confidential correspondence with discretion and work with professionalism at all times.
- Liaise with Senior Leadership Team concerning priorities, deadlines, policies and procedures.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Assist in the recruitment of staff by placing advertisements, preparing job descriptions, arranging interviews and to remain involved and advise throughout.
- Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Delegate the sorting and prioritising of all incoming post, dealing with telephone calls for the Headteacher, and other school post not individually addressed.
- Assist in all matters relating to the organisation of the recruitment of teaching staff.
- Make relevant bookings for sporting activities, educational day trips and residential journeys, as directed by the staff.
- Arrange for school photographs to be taken, including the subsequent administration.
- Setting up and maintaining appropriate listings on the school database, including the database used for text/email communication; circulating this information as necessary.
- Ensure that parents are advised of all school events in advance, maintain the parent calendar on the school website and create a document containing a summary of the key dates for each term will in advance.
- Foster links between the school and the local community.
- Maintain the school's main email account.
- Attend Open Mornings, Presentation Evening, and other school events as directed by the Headteacher.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.

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- Cover for absent colleagues in the general office as necessary.

General

- To liaise with the Marketing Manager in relation to publicity matters.
- To produce the weekly School Newsletter and work to a deadline to accomplish this.
- To liaise with the Deputy Headteacher to manage the reporting system and Parents' Evenings.
- To be able to use with ease systems such as Google Apps, Microsoft Office and other cloud-based systems.

This job description may be amended at any time in consultation with the postholder. If you don't have all of the experience listed above, but are interested in applying, contact the School Office.

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Personal Assistant to the Headteacher – Person Specification

Qualifications and Experience
Educated to GCSE level with English and maths at grades A* - C or equivalent.
Experience of working in a school or similar office.
Experience of undertaking a range of administrative tasks in a busy environment.
Proficient computer skills and expertise in the use of software packages and applications including Google Apps and MS Office Suite and the ability to develop a good working knowledge of the school's MIS and IT systems.
Skills
Has exceptional oral and written communication skills and impeccable attention to detail.
Has the ability to thrive in a fast paced environment of diverse and varying tasks, challenges and demands.
Good organisational and time management skills.
Is able to work with minimal supervision individually or as part of a team, and to use own initiative when required.
Abilities
Is customer focused and has the ability to build on and develop home school relationships.
Forms and maintains appropriate professional relationships and boundaries with children and adults.
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
Has the ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.



To apply, please send a completed application form and a hand written letter, of no more than two sides of A4 demonstrating how your skills and experience make you a suitable candidate for the post.

Completed application forms should be sent to the school or emailed to:
s.brame@stolaves.org.uk

Applications will be considered on receipt and should arrive no later than:
9.00am on Monday 29th January 2024.

St Olave's Prep School acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Independent School Inspectorate (ISI) requirements. Applicants must undergo child protection screening appropriate to the post, safer recruitment vetting, including checks with past employers, and an enhanced DBS check.

For further information, please see our Safeguarding/Child Protection policy which can be found on our website: <https://www.stolaves.org.uk/about-us/school-policies>

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