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## Recruitment Information Pack

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# PA to Deputy Head (Pastoral) & Director of Pastoral Care

Location - Holt, North Norfolk, UK

*Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

# Message from Douglas Robb, Headmaster

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I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal flourish extending to the right.

# HOW TO APPLY

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## PA to Deputy Head (Pastoral) & Director of Pastoral Care

If you would like to apply for the position of PA to Deputy Head (Pastoral) & Director of Pastoral Care, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

### Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV:**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

**Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.**

**Submission of applications:** All application forms should be emailed to [applications@greshams.com](mailto:applications@greshams.com) or sent by post to the HR Department:

Gresham's School  
Old School House  
Church Street  
Holt  
Norfolk  
NR25 6BB

Please submit your application by the **closing date of Friday 18<sup>th</sup> January 2018 (12 Noon)**. If your application is submitted after this time, we will not be able to accept it. **Interviews will take place W/C 21<sup>st</sup> January 2018.**

***Please note we reserve the right to appoint to the post, prior to the closing date.***

***Start Date: ASAP***

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*Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.*

# JOB DESCRIPTION AND PERSON SPECIFICATION

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The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

## Personal Details

**Eligibility to work:** For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: [www.greshams.com](http://www.greshams.com)).

**Disclosure and Barring Service:** Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.



In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

**For Teaching Posts:** You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

**Support Posts:** As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory Enhanced DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Completion of Educare Child Protection Training.

### **Safeguarding**

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

### **Warning**

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).

# **JOB DESCRIPTION: PA to Deputy Head (Pastoral) & Director of Pastoral Care**

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REPORTING TO: Deputy Head (Pastoral)

## **OVERVIEW**

The PA will provide administrative support to the Deputy Head (Pastoral) in his responsibility for the day to day running of the School and the welfare and discipline of pupils. The Deputy Head, Pastoral, will deputise for the Headmaster in his absence.

As many aspects of the role are of an administrative nature and require skills associated with mini-project management, the job holder is required to demonstrate high levels of initiative, personal organisation and decision making skills.

## **HOURS OF WORK**

37.5 hours per week, 8:30am – 5:00pm, Monday to Friday (which includes 1 hour unpaid lunch break). Due to the nature of the role, there may be occasions when you are asked to work on a Saturday (with prior agreement from your line manager), therefore a level of flexibility is required.

## **TASKS AND DUTIES**

- Provide complete administrative and secretarial support to the Deputy Head (Pastoral), Director of Pastoral Care and the Housemasters/Housemistresses, including copy typing and audio transcription, drafting and sending correspondence to staff and parents. Coordinate and manage Outlook calendars, arranging appointments for pupils, parents and staff. Input teaching timetable and key dates from the termly calendar into Outlook calendar.
- Identify dates for meetings chaired by Deputy Head and Director of Pastoral Care and submit them for entry into the termly School calendar.
- Act as a minute secretary to the following internal meetings: HSMs, Staff/Parent Forum, Online Safety, Safeguarding Steering, Matrons, Assistant Housemasters, Co-Curricular, and any other ad hoc meetings as requested, including booking venue, refreshments, coordinating the agenda, taking accurate minutes and ensuring action points are followed up. Provide administrative support for the HMC East Pastoral Forum.
- Liaise closely with Headmaster's PA, PA to Deputy Head Academic and School Secretary and communicate with the Prep and Pre-Prep School PA and secretarial staff.
- Plan, arrange and coordinate a variety of pupil centred activities such as: HPV and Men C vaccinations - Arrange date with NHS Immunisation team, write to parents with details and consent form, collate returned forms, organise schedule for vaccinations and communicate arrangements with staff and HSMs and liaise with Health Centre. School and House photographs - liaise with external supplier to arrange dates and schedule ensuring there is no clash with other School events. Inform staff of arrangements. Write to parents with purchasing details. Administer the Pupil Induction day at the start of the year.
- Contribute to the organisation of key events such as: Beginning and End of term, Open Day, Speech Day, Christmas Dinner and Lunch, Carol Services, House Music, etc. planning well ahead to ensure that all invitations/information is sent to parents, and answer queries from staff and parents.
- Database – ensure that all sanctions and bullying incidents are recorded on the database and relevant documents, ie Investigation/Disciplinary meeting notes and letters to parents are added to pupil records so that information is up-to-date and can be accessed and retrieved quickly when required.
- Manage all processes involved in pupil surveys.
- Policies and Compliance. Maintain and update the School's Policy Bank ensuring that updates are recorded on the Policy Amendment Record and liaise with Marketing to update the website. Inform staff and Governors of any updates to key policies.
- Oversee, maintain and update the Staff Handbook, coordinate with various members of staff to ensure their area is up-to-date and make any necessary changes.

- Pupils' and Prefects' Booklets – update on an annual basis.
- ISI – Oversee, manage and update the ISI section of the Intranet ensuring that the forms are up-to-date with current requirements. Ensure all ISI Inspection documentation is up-to-date and all evidence documentation linked. Provide administrative support for ISI Inspections.
- Maintain Safeguarding Training Records.
- Provide ad hoc administrative support to all HSMs.
- Maintain a good current working knowledge of Gresham's activities over the year.

## **REMUNERATION AND OTHER BENEFITS**

The salary for this position will be based on Gresham's Support Staff pay structure at grade JM1 with a salary range from £19,253 - £22,141 dependent on experience

Hours of work will be 37.5 per week, 8:30am – 5:00pm, with a level of flexibility for occasional work on Saturdays (agreed in advance with your line manager).

Weeks of work: Term Time + 6 weeks

Other benefits include:

- Free school meals during term-time
- Car parking on site
- School's Contributory Pension Scheme (after completion of 3 months' service)
- Private Health Scheme
- Life Assurance

## KEY REQUIREMENTS

Qualifications	Essential	Desirable
A Level or equivalent standard of education	✓	
IT literacy to NVQ 3 or equivalent	✓	
Professional Experience, Personal Competencies and Skills	Essential	Desirable
A similar position working with senior management in a busy professional office environment.		✓
Excellent interpersonal and relationship management skills at all levels	✓	
Good word processing and database skills	✓	
Experience of working with one or more senior managers		✓
Excellent attention to detail	✓	
Professional appearance and manner	✓	
Ability to multi task	✓	
An excellent telephone manner	✓	
Able to manage and organise administration projects on own initiative	✓	
Experience dealing with difficult situations	✓	
Proven ability to prioritise/organise own workload	✓	
The ability to handle confidential material discretely	✓	
Calm, 'can do' attitude	✓	
Creative problem solver	✓	
Excellent working knowledge of IT with experience of using Word, Excel, Internet and Email	✓	
Flexible attitude to working hours	✓	
Experience of working with children and/or young people		✓
Able to use shorthand		✓
A pleasant, outgoing and energetic personality with a good sense of humour	✓	
Keen team player	✓	
Interested in the 'bigger picture' of Gresham's	✓	





*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:  
TEACHER TO PUPIL, PUPIL TO TEACHER AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



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Registered Charity No: 1105500