



Candidate Information
Head's Personal Assistant

January 2025

The Post

We are seeking a highly organised and proactive Personal Assistant to support our Head at the Preparatory School. This vacancy arises due to the retirement of our current post holder, who has dedicated 29 years of exemplary service. This is a unique opportunity to step into a well-established role and make a significant impact. We are a passionate educational institution, and our team is committed to creating a supportive and enriching environment for both staff and students.

A knowledge of up-to-date ICT and office software and administration is essential, with experience of working in a School or with children being an advantage. Experience of dealing directly with members of the public or previous employers' clients would be helpful. As the role involves managing the office team, previous line management experience is extremely desirable.

The nature of the post entails high levels of confidentiality and public relations skills to ensure the office of the Head is recognised as a key component in the successful management of Sutton Valence School. The person in this role must be able to provide total loyalty at all times.

The individual chosen must be prepared to work under pressure and maintain an atmosphere of friendly, courteous, and good-humoured efficiency. Patience, care, common sense, and an ability to be flexible in the working day are necessary. Good, fast, and accurate typing and organisational skills are needed, along with the ability to use initiative and deal with the multifaceted nature of the job. Being a good communicator is essential.

The Role

- Carry out secretarial duties for the Head, including management of communications with members of staff, governors and parents, keep the Head's diary and provide secretarial support for other SMT members as required;
- Manage email and correspondence for the Head;
- Manage meeting bookings and papers for Head's external commitments;
- Prepare and circulate, as requested, notices of meetings, agendas and supporting documentation for meetings within the School and meetings of the governing body, including sub-committees and take minutes for distribution as required;

- In conjunction with the Marketing and Communications Manager, oversee the office communications with parents;
- Assist the Director of Admissions with all aspects of the Admissions process and procedures for SVPS;
- Be the Registrar for SVPS, including overseeing pupil registrations, personal, medical and dietary information, and maintain excellent pupil records;
- Be the Attendance Officer compiling reports for SMT on pupil attendance;
- Be the First Aid and Medical Co-ordinator having oversight of all First Aid and medical needs within the School. Have responsibility for maintaining medical records, training records and the medical facilities within the School and liaise regularly with the School Nurses;
- Liaison with parents as requested by the Head;
- Assist in the administration processes for the recruitment, selection, appointment and ongoing personnel documents of teaching staff, support staff and club providers to include qualifications, training records, appraisals;
- Manage and co-ordinate the functions and events, as appropriate, for and on behalf of the Head, including arrangements for visitors to the School, producing invitations, tracking attendees, producing programmes and orders of service;
- Co-ordinate the review, update and publication of School policies in conjunction with SMT, governors and other staff as required on an annual basis;
- Co-ordination of the School calendar with the Deputy Head. Make sure all the associated documents in the calendar are kept up-to-date;
- Ensure active liaison with the Assistant Bursar, Director of Admissions, Marketing and Communications Manager, Headmaster's PA, Nursing Staff and staff in the Bursar's office;
- Co-ordinate the Annual ISI and DFES Censuses, keeping the ISI website updated and monitoring any inspection documents;
- Organise the completion of reference requests for teaching staff and for pupils seeking to move schools;
- Maintain complaints and bullying logs and documentation.

Terms and Conditions

This post is available from January 2025 with a handover period from the beginning of December.

The hours of work are 8.00am – 4.45pm Monday to Friday for 52 weeks a year.

The starting salary is circa £36,800 per annum. The annual holiday entitlement is five weeks, in addition to statutory public holidays, to be taken outside of term time.

Flexibility regarding working hours will be expected from time to time to attend School functions and events, and occasional Saturday working for events such as Open Mornings.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.



Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

To apply please complete the [application and monitoring form](#) and email it with a covering letter to hradmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Closing date: Friday 18th October 2024

Sutton Valence School is an equal opportunities employer.
Please note: we reserve the right to appoint prior to the closing date.

The School

Sutton Valence Preparatory School is an independent 2 – 11 years, co-educational, day school located on the outskirts of the village of Chart Sutton just a few miles from Maidstone. It is a happy and caring school where the children are supported to reach their potential, and they achieve impressively in both academic and co-curricular activities.

We pride ourselves on providing outstanding learning opportunities for all children. Well-qualified, dedicated and experienced teaching staff deliver a vibrant, diverse and challenging curriculum, favourable staff:pupil ratios and superb facilities enable the children to make excellent academic progress.

The School's roll is currently around 278 and the Head is a member of the IAPS. Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to Sutton Valence School or local grammar schools.

SVPS provide opportunities for children to develop and flourish in each of the four areas that SVPS holds dear: Academic, Enrichment, Community and Leadership and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

Our excellent facilities, as well as those of our Senior School, and the passionate teaching delivered by our staff ensures the children develop their musical, sporting and drama skills and fulfil their potential in these key areas. So that every child is able to find their 'thing', our wide and varied clubs and activities programme encourages our children to enrich their lives, both now and in the future, by exploring interests outside the normal school curriculum.

Further information about Sutton Valence School can be found on our [website](#). We also have very active accounts on Facebook, Twitter and Instagram.

Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

Ethos

A community where each cares for all and individuality is cherished.

Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



Sutton Valence Preparatory School

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