



# St Dunstan's

## — College —

*Headmaster's PA*  
*Immediate start*

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## About St. Dunstan's College



### *'Inspiring and assisting young people to achieve their potential'*

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for approximately 900 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of around 10 million pounds. The swimming pool has been completely refurbished and a new roof added, the Chemistry laboratories have been rebuilt and the front façade of the building has been renovated and cleaned. The recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, is an exciting opportunity which should permit further development on both sites. Planning is currently underway for the construction of a new Junior School on the College grounds.

The size of the College community is small compared to many of its competitors, offering all pupils an individualised approach to learning and development within a friendly, inclusive and nurturing environment. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. The diversity of the College is furthered by the inclusion of international students, in particular from China. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



## Headmaster's PA

The Headmaster's PA is part of Administrative Services Team with a direct reporting line to the Headmaster

### Employment

This appointment is: Full-Time

**Salary: £35,000 - £38,000 (dependent on experience)**

- **Working:**

- This is a full-time year round post working 35 hours per week.
- Hours are normally 0830 - 1630 Monday to Friday. Due to the nature of this role, a degree of flexibility is *essential* to ensure the Headmaster has the level of support that is required.
- Attendance at staff training days, open days and key marketing events is essential.

- **Holiday:**

- 20 days per annum, (rising to 25 days in the holiday year following completion of 3 years' service) plus bank holidays.

- **Benefits:**

- The employee will be auto-enrolled into the ISPS "Defined Contribution" pension scheme, provided certain eligibility criteria are met.
- A free meal is provided at lunchtime during term-time
- Interest-free season ticket loan
- Employer contribution to the Private Medical Scheme
- Salary Sacrifice schemes

This role offers a suitably qualified and experienced candidate the opportunity to join the support team at the heart of a leading Independent South London school. Working closely with a dedicated team of colleagues, who support the school's activities, you will provide the Headmaster with the appropriate level of support associated with that of an experienced Personal Assistant.

Candidates must be highly organised, have the ability to work independently to plan, prioritise, multi-task and work to deadlines. The ability to draft accurate, well-presented letters, reports and other

documents as required by the Headmaster is essential. Given the status and position within the College, it is especially important that the highest degree of confidentiality, diplomacy and tact is maintained at all times.

The primary responsibilities, rather than an exhaustive list of the duties of the position, are outlined below. These responsibilities are subject to review and modification.

**Routine tasks will require you to:**

- Maintain the Headmaster's diary and prepare in advance, lists of appointments and tasks with appropriate paperwork for daily, weekly, termly and annual planning
- Prepare the Headmaster's reports and associated papers for Governor's meetings
- Make arrangements for and manage the Headmaster's events and meetings (including travel)
- Prepare/proofread the Headmaster's correspondence, speeches, newsletters from notes or dictation.
- Proofread all documents published under the Headmaster's signature
- Prepare presentations for assembly, staff training days, prize giving etc. using the appropriate software with support as required from other members of the administration team.
- Assist the Headmaster with management of incoming and outgoing electronic mail and communications
- Prepare agendas and papers for meetings and distribute in a timely manner.
- Draft references for staff (with the assistance of the Head of Human Resources), pupils and former pupils as required
- Manage telephone communication and respond appropriately on behalf of the Headmaster where possible, within authorised levels of knowledge.
- Handle complaints both orally and in writing
- Prepare inspection documentation as required (with the assistance of other key members of staff)
- Maintain an accurate electronic and paper filing system
- Manage the expectations of all school stakeholders, whilst providing the highest level of client service to ensure the College brand is maintained

**General Responsibilities:**

- To undertake any training and development for the better fulfilment of the role
- To undertake any ad hoc duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Headmaster

**Person Specification:**

	Essential	Desirable
<b>Qualifications</b>		
Excellent A Level or Vocational Qualifications or a good general education	●	
Educated to degree level		●
Typing qualification		●
<b>Experience</b>		
Previous experience in a role supporting a CEO/Company Director or	●	

another senior level post		
Advanced user of all Microsoft Office systems	●	
Ability to demonstrate previous Personal Assistant experience in a confidential, fast paced environment showing excellent organisational skills. E.g. diary management, forward planning and meeting coordination	●	
Experience in the education sector, particularly an independent school		●
Experienced in the use of databases, with the ability to enter information accurately and extract for reporting purposes	●	
<b>Skills/Abilities</b>		
Ability to work under pressure, maintaining a sense of perspective	●	
Accuracy and close attention to detail	●	
Well organised and able to multitask	●	
Ability to forward plan and work to deadlines within a busy environment	●	
Ability to build and maintain effective relationships	●	
Tact, diplomacy and empathy	●	
Proactive in making suggestions for improvement and change	●	
Experienced in the use of modern technology and social media	●	
<b>Personal Attributes</b>		
Commitment to safeguarding children and young people	●	
Excellent interpersonal and organisational skills, with an ability to remain calm, positive, polite and cheerful at all times	●	
Presentable and comfortable in a 'front of house' role	●	
Discrete, with the ability to respect confidentiality	●	
Reliable and dependable	●	
Ability to forge good working relationships with a large cross-section of staff	●	
Ability to value, inspire and motivate others	●	
High level of self-motivation, resilience and energy	●	
Respect for diversity, different cultures and values	●	
Innovative and a creative thinker	●	
Confident, enthusiastic and committed	●	
Willingness to be involved in the wider College community	●	
Willingness to be flexible to assist colleagues with peaks in workload	●	
Reflective and evaluative	●	
A sense of humour	●	
<b>Professional Knowledge and Understanding</b>		
Excellent command of the English language, especially with regard to spelling and grammar	●	
Previous experience in researching data/information and production of reports and presenting the findings using a range of computer software	●	
Knowledge of and interest in recent educational developments and initiatives		●
Understanding of the raising and maintaining of high educational standards		●

This job description contains an outline of the typical functions of the job and is not exhaustive or comprehensive list of all responsibilities, tasks and duties. The post holder's actual responsibilities, tasks and duties might differ from those outlined in this document and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of this role.

## **Professional Attributes**

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness

Robust instincts regarding the safeguarding and welfare of children and young people are expected of all staff.

## **Promoting and Safeguarding the Welfare of Children and Young People**

The post holder will be required to adhere to the College's [Safeguarding Policy](#) at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's Designated Safeguarding Lead (DSL)

## **Applications**

The closing date for applications is *Friday, 13 October 2017*. Early applications are encouraged as the Foundation reserves the right to appoint at any stage of the application process.

This is a full time post, *commencing as soon as possible, preferably immediately*. All applicants must submit a fully completed application form, which includes a statement that specifically addresses how you fulfil the person specification and the requirements of the responsibilities and competencies listed. Incomplete application forms will not be accepted. All gaps in employment must be explained on the form.

**A signature is required on your application form and if not supplied electronically should be undertaken if called for interview.**

**Successful candidates will be required to complete an in-tray exercise as part of the recruitment process**