



BRIGHTON COLLEGE

NURSERY, PRE-PREP & PREP SCHOOL

ENGLAND'S INDEPENDENT SCHOOL OF THE YEAR 2019

THE SUNDAY TIMES

PA TO DEPUTIES



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THE SCHOOL

Brighton College Nursery, Pre-Prep & Prep School is a co-educational school for children aged 3-13. It is the main feeder school to Brighton College, one of England's leading schools. The College educates 1,000 pupils aged 13-18 alongside a Lower School, educating 100 pupils aged 11-13. The Nursery, Pre-Prep & Prep School educates 500 pupils aged 3-13.

Brighton College Nursery, Pre-Prep and Prep School provides an inspiring education that aims to prepare pupils for life in our College and beyond. We are proud to be part of a school which is one of the most innovative and forward thinking in the country.

The Nursery, Pre-Prep & Prep School helps all children to believe in themselves and to excel in their own individual way. The teaching philosophy allows pupils to be individual whilst enabling them to develop and progress at a rate above and beyond their own expectations. Within each year group teachers aim to give children the best possible start to life, both in their academic grounding and in developing their values and beliefs. The school motto is well known by pupils who pride themselves on trying to:

Be Good.

Be Kind.

Be Honest.

Be the Best You.

The school is based on two sites within the vibrant city of Brighton; our Nursery & Pre-Prep educates children from Nursery to Year 3, after which they progress on to the Prep site for Years 4 to 8. Pupils benefit from facilities at the College, including the Chapel, the new recital hall and the dining facilities. Sport is played at the Jubilee ground pitches located nearby in the South Downs.

Brighton College Nursery, Pre-Prep & Prep School is progressive and pupil orientated. Each individual is recognized for their own achievements, resulting in a happy, caring environment. The staff body is also a positive and vibrant one; equality, diversity and respect are championed and celebrated by all.

The Brighton College family of schools also includes St Christopher's and Handcross Park, educating a further 1,150 children aged 3 to 13. Overseas, the College has opened Brighton College Abu Dhabi and Brighton College Al Ain in the UAE, and Brighton College Bangkok in Thailand.

THE CITY

The College enjoys its location in Brighton, one of Britain's youngest cities and one of the most vibrant in Europe.

In 2017, a national survey identified Brighton as the 'happiest city in the UK'. It is close to the beautiful South Downs, within easy travelling distance of London (50 minutes by train), and 30 minutes from Gatwick Airport. Portsmouth, Newhaven and the Channel Tunnel provide accessible links with the Continent.

Brighton is also a university city, and the College has good links with both the University of Sussex and University of Brighton.



THE ROLE

The Prep School is looking to appoint a PA to Deputies with effect from September 2019.

ABOUT THE ROLE

This key role provides secretarial and administrative support to the Senior Deputy Head, the Deputy Head (Academic) and the Deputy Head (Pastoral). This post requires a hard-working, positive and flexible person who is willing to handle tasks ranging from the urgent and highly confidential, to more regular administrative tasks.

The successful candidate should possess excellent typing skills, be highly computer literate, be proficient in Word, Excel 2010, Publisher and iSAMS., and should be competent in desktop publishing with the ability to resize/compress photographs.

KEY RESPONSIBILITIES

- To complete general secretarial duties for the Senior Deputy Head and Deputy Heads, some of which are of a confidential nature.
- To take and administer phone calls on behalf of the Senior Deputy Head and Deputy Heads.
- To send out email correspondence to parents/guardians via iSAMS for the Senior Deputy Head and Deputy Heads.
- To complete routine administrative tasks including, typing, photocopying and distributing documents etc.
- To work alongside the School Secretary/ Receptionist, supporting this role at busy times, in particular to cover lunchtimes and during the school day as necessary.
- To be trained in, and perform First Aid duties as required.
- To work alongside the Co-curricular Administrator, supporting this role in terms of administrating the calendar.
- To administer the parents evenings and the associated appointments on the parent booking system.
- To administer staff absences in liaison with HR.
- To cover Parent evening events, in rotation with other office staff (hours taken from additional 10 day allowance).
- To send parent communications.
- To administer the Parent Portal and associated document storage.
- To assist with the revision of policies including their production in hardcopy and uploading to the intranet.
- To update documentation on the staff shared drives and intranet.
- To check behaviour management entries on iSAMS and produce reports for staff and letters to parents as required.
- To liaise with external visitors for INSET days.
- To book external training day/courses for staff.
- To print interim and termly academic reports via iSAMS.
- To assist with academic analysis from the iSAMS database.
- To order new resources for Deputies and wider staff body as necessary.
- To collate and print the staff and parents' handbooks.
- To assist with the collation of all school printed collateral and publications as required.
- To complete regular and ad-hoc updates to the Website CMS including text and images.
- To complete any other reasonable requests from the Deputy Heads or wider staff body.
- Other duties as required.

We pride ourselves as having an outstanding staff of enthusiastic, dedicated and loyal staff. Employees are expected to be supportive of the school and its aims and above all have a positive approach and a sense of humour.

PERSON SPECIFICATION

- Excellent communicator and team player.
- Dynamic and pro-active approach.
- Ability to work under pressure and take initiative.
- Ability to deal with people in a fair, firm and consistent manner.
- Self-disciplined and with excellent time management skills to work to deadlines.
- Excellent English with a sharp eye for detail.
- Respect for the confidential nature of some aspects of your work.
- Ability to maintain an overview of complex systems.

HOURS OF WORK

- 37.5 hours per week - 8.00am to 4.00pm, Monday to Friday (excluding a 30 minute unpaid lunch break).
- This position is offered with Term Time Plus weeks per year. Therefore, the post-holder will also be required to work an additional 10 working days, making this post a total of 41 weeks per year.

HOLIDAYS

- 20 days (in addition to bank holidays). Holiday should be taken outside of term time where possible.

BENEFITS

- Lunch is provided free of charge during term time.
- Brighton College provides a contributory pension scheme, which all eligible employees will be automatically enrolled into within 3 months of commencement of employment.
- Death in service benefit after successfully passing probation period.

THE APPLICATION PROCESS

Candidates should complete an online application which is available at <https://bcollege.careers.eteach.com/> by **Friday 16th August 2019** with interviews anticipated to be held week commencing **Monday 19th August 2019**.

Applications will be considered on a rolling basis and early application is therefore encouraged.

Any enquiries about the application procedure should be emailed to **recruitment@brightoncollege.net** or by calling the HR Department on 01273 704386.

REMUNERATION

The Pro-Rata salary for this position will be £18,528 per annum based on a Full Time Equivalent salary of £23,500 per annum.

SAFEGUARDING AND EQUAL OPPORTUNITIES

Brighton College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical question, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Vacancies' link on our website.





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