

**The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School’s ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil’s needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama and the CCF might be the ‘big four’, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils’ ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

## Project Chrysalis

As the next phase of its development, the School will be moving to a two-tier system from September 2020, the arrangements for which are well under way. This will mean that the Senior School will start from Year 7 (it is currently Year 9), and the Prep School will be home to the pupils from Nursery to Year 6.

The underlying philosophy for this change at this time is built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils will be enhanced by extending oversight to the age of 11. This will also allow our Prep School to develop and enrich its curriculum, and we will be able to reinforce the cohesion between the two parts of the School.

Chrysalis has necessitated a review of roles throughout the School and, as part of this, new posts have been created and others are being restructured. Systems are being adapted to ensure that they are as effective and efficient as possible, and many other aspects are being appraised in order to support major decisions.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

**The Role**

**Hours of Work:**

52 weeks per year, full time, 37.5 hours per week, Monday to Friday; 9am to 5pm (30 minute unpaid lunch break)

There will be a requirement to take minutes at the majority of governors meetings, which could take place outside of the working hours stated above. There may also be a requirement to attend the School’s Open Mornings, which occur on Saturdays.

**Salary:** circa £25,000 per annum – dependent on experience

**Disclosure level:** Enhanced

**Reporting to:** Bursar

**Overview**

The Bursar is responsible for the vast majority of business functions for Wellingborough School and is Clerk to the Governors and Company Secretary of the Charitable Company. The Bursar is part of the Senior Leadership Team (SLT), Line Manages a number of department heads and ultimately overseas all support staff.

The role of PA to the Bursar is an important and influential one in the management of Wellingborough School; put simply it is to undertake all reasonable tasks to enable the Bursar to carry out their role more effectively.

**Operational Support**

* Managing the Bursar’s diary (on Outlook), including contacts, entering schools events likely to be of note to the Bursar, and managing clashes through prioritisation.
* Assisting with the prioritisation of the Bursar’s work by, over time, understanding the urgency/importance of each task.
* Maintaining up-to-date filing systems in the Bursar’s office.
* Ensuring the Bursar has all necessary documentation and is well prepared for meetings.
* Carrying out background research and present findings as required.
* Organising meetings and events on behalf of the Bursar, liaising with supporting departments as required.
* Preparing reports, presentations, briefing notes and visual aids.
* Receiving, screening and making telephone calls for and on behalf of the Bursar.
* Writing or drafting routine correspondence on behalf of or for the Bursar.
* Attending meetings and training events as directed by the Bursar.
* Updating the School’s database systems where required.
* Substituting for other employed secretaries/administrative staff in their absence as required by the Bursar.
* Ensuring stationery supplies are sufficient.
* Providing refreshments for the Bursar and visitors to the Bursar as requested.
* Assisting in the arrangements for School social functions.
* Bring to the Bursar’s attention information and suggestions that enhance his understanding (‘look round the corner’) and improve the operations of the School.
* Attend Open Mornings (currently two Saturday mornings per year).
* Such other duties as may be reasonably required.

**Governance Support**

**Key responsibilities:**

* Act as the first point of contact for Governors with queries on administrative matters.
* Work in conjunction with the Bursar (who is the Clerk to the Main Board), in ensuring a high level of administrative support is provided to the Governing Body throughout the Academic Year to allow the Board to effectively discharge it’s duties as per the stated Charitable Aims of Wellingborough School.
* Following appropriate consultation with the Board and SLT, arrange the annual calendar of Governing body and Committee meetings, whilst ensuring appropriate pre-meeting protocols are in place for each Board/Committee meeting to operate as smoothly and effectively as possible.
* Ensure all documentation and information required for effective Governance is available within the Wellingborough School Governing Body Online Portal.
* Provide administrative assistance to the Wellingborough School Council as required.
* Attending the majority of governors meetings and preparing draft minutes for checking by the Bursar.

**Effective administration of Board and Committee meetings**

* Work with the Chairman and Clerk to the Main Board in preparing a focused agenda for all Board and Committee meetings.
* Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as per stipulated timetables.
* Ensure copies of all documentation for each Committee/Board meeting are also available within the Wellingborough School Governing Body Online Portal.
* Attend all Committee and Board meetings and take accurate minutes.
* Ensure Committee meetings are quorate.
* Record the attendance of Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting.
* Draft the minutes of all meetings in the agreed (universal) format; indicating who is responsible for any agreed actions with timescales, and send drafts to the relevant Chair of the Committee/Board and the Clerk to the Main Board (Bursar & Head of Finance)
* Circulate the reviewed and agreed draft to all Governors (either members of the respective Committee & the Chairs of the Other Committees, or the Full Board) and the appropriate members of the SLT.
* Follow-up any agreed action points with those responsible and inform the Chair (Board/Committee) of progress.
* Membership
* Maintain a record of training undertaken by members of the Governing Body.
* Maintain up to date records of the names, addresses and category of Governing Body and Council members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership;
* Maintain copies of current terms of reference and membership of each Committee, (Working Party) and nominated Governors e.g. Safeguarding & Child-protection, Health & Safety, those representing the Old Wellingburian (O.W) Club etc.
* Maintain a record of signed minutes of meetings in School, and ensure copies are sent to relevant bodies if requested and are published as agreed at meetings;
* Maintain records of Governing Body correspondence; and
* Ensure copies of all statutory policies and other School documents approved by the Governing Body are kept in the School and published as agreed, for example, on the website.

**Additional duties**

* Send new Governors induction materials and ensure they have access to appropriate documents and the Wellingborough School Governing Body Online Portal.
* Clerk any appeal committees/panels the Governing Body may be required to convene.
* Prepare briefing papers for the Governing body, as necessary;
* Perform such other tasks as may be reasonably determined by the Governing Body from time to time

**Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

## Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School’s sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

## The Process

The deadline for applications is **9am, Friday 6th December 2019** and should consist of a completed application form and covering letter. CVs are not required.

Applications by e-mail are welcome. Please send them for the attention of Lulu Corrigan, Acting HR Manager to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org).

Interviews will take place on **Wednesday 11th December 2019.**

## Safeguarding:

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement 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 risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmaster.

**Person Specification**

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| **Competence** | **Essential** | **Desirable** |
| ***Qualifications*** | | |
| 4 GCSEs grades A\*-C or equivalent  (including English, Maths) | X |  |
| ***Skills*** | | |
| Strong administrative skills. | X |  |
| Good written ability. | X |  |
| Very organised. | X |  |
| Able to prioritise workload. | X |  |
| IT literate (Excel, Word) | X |  |
| Previous PA experience |  | X |
| Experience of note taking. | X |  |
| Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy. | X |  |
| Have previously worked within education sector. |  | X |
| Have previous administration experience. | X |  |
| ***Personal Qualities*** | | |
| A high level of personal integrity, with proven experience of handling sensitive situations with complete respect for confidentiality. | X |  |
| Enthusiastic, positive and can do attitude. | X |  |
| Professional and friendly demeanor in relating to all members of the school community. | X |  |
| The ability to cope with very busy periods, high pressure and high level of resilience and flexibility. | X |  |

