



WESTONBIRT — SCHOOLS —

PA to the Headmistress

Candidate Pack



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

The position of PA to the Headmistress is a significant one within the school and requires many qualities, including high levels of integrity, communication skills and organisation.

This post has much to offer and will appeal to an enthusiastic, energetic professional who enjoys a busy, challenging and varied range of activities.

This is a full time role and occasional evening and weekend support will be required.

Full job descriptions and person specification can be found in this pack.

REMUNERATION

The salary for this position will be between £26k to £30k dependant of experience.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at michelle.andrews@westonbirtschool.uk The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am on Friday 22nd of November 2019.

Interviews will be held on Thursday 28th November 2019

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer on michelle.andrews@westonbirtschool.uk.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description – PA to the Headmistress

Overview

The PA to the Headmistress is responsible for acting as the first line of contact for the Headmistress and providing secretarial and administrative support to the Headmistress with confidence and efficiency. The job is extremely varied and both accuracy and attention to detail are required. A high standard of English, with excellent written and verbal communication skills, is essential. Initiative, good humour and the ability to prioritise tasks are essential.

Main Responsibilities and Tasks

- To act as first line contact for the Headmistress
- To manage the Headmistress's diary and appointments effectively
- To receive the Headmistress's incoming telephone calls, deal with enquiries as appropriate, including the need to deal with often complex and/or sensitive matters
- Ensure that the Headmistress is appropriately briefed and provided with the necessary papers for all meetings and events on a daily basis
- To generate an environment of efficiency and provide a warm welcome at all times
- To liaise with members of the academic and support staff as appropriate
- To oversee the Headmistress's travel arrangements, trains, flights, taxis, dates, etc; for UK and overseas trips
- To show absolute confidentiality and discretion at all times
- To cover routine events or emergencies with equilibrium, confidence and style
- To assist the Headmistress in maintaining a smooth running and efficient office by dealing with all administrative functions and anticipating and scheduling regular events and meetings
- Communicating and consulting with the parents of pupils as directed by the Headmistress
- Communicating and co-operating with persons or bodies outside the school as directed by the Headmistress
- Attend meetings and take minutes as requested by the Headmistress
- To be aware of and comply with Health and Safety policies, legislation and best practice
- To work within school procedures and codes of practice
- To undertake such other duties as are required by the Headmistress.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Skills

- Excellent communication and organisational skills with strong attention to detail and accuracy
- Ability to manage multiple tasks and deadlines
- Discretion, tact and confidentiality
- Good literacy skills to prepare correspondence and maintain records to a high standard
- Confident interaction with colleagues, members of the extended Westonbirt community, parents, pupils and visitors
- Good telephone manner
- Excellent MS Outlook, Word and Excel skills.

Experience

- Have previous experience of working as a PA with a proven track record of successful support in a similar role

Personal Qualities

- Leading by example with honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Resilience and a calm manner
- Ambition, energy, enthusiasm and commitment
- Ability to play a significant role in the local community, raising the school's profile

- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils
- Be able to take the initiative and able to take an idea and develop it through to completion
- Have a good sense of humour.

Terms

Monday to Friday, 8.30am to 5pm with a 30 minutes' unpaid lunch break each day although flexibility will be required and occasional evenings and weekends. Year round.

Salary £26 to £30k depending on experience.