



WOLVERHAMPTON GRAMMAR SCHOOL

HEAD'S PA

Full-time. Permanent. Required for March 2024.

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the **oldest schools in the country**, founded in 1512 and as a **selective** and **co-educational independent school** of **780 pupils aged 4-18 years**, it enjoys an **outstanding reputation**. **Award-winning** and judged **"Excellent"** by the **Independent Schools Inspectorate**, this is your opportunity to join a **nationally recognised, forward thinking School**.



Are you looking for your next challenge? We are seeking a hardworking and ambitious individual who is a committed and motivated Personal Assistant to provide efficient, accurate and confidential administrative and secretarial support to the Head and to co-ordinate a number of key administrative functions across the school.

The successful candidate will have a high standard of written and verbal communication skills, good IT skills, meticulous attention to detail and excellent organisational skills. A warm, approachable and engaging manner, with the confidence to build relationships with colleagues, pupils and their families is essential.

You will join a community that thrives on challenge and intellectual curiosity, one where your skills will continue to be developed with an individually prepared professional development plan.



For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 email: recruitment@wgs-sch.net

CLOSING DATE FOR APPLICATIONS: THURSDAY 29TH FEBRUARY 2024, 12 NOON
INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 4TH MARCH 2024



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a "good, moral education" for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local, national and international organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors' Company where our founder was twice elected Master.

Over 500 years later, Jenyns' school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School's rich history. The large school hall, affectionately known as "Big School" by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



83%

Grade 9-6 (A*-B equivalent)
awarded at GCSE



Outstanding Educational
Partnerships

74%

A* to B grades awarded at
A Level



Leaders in
Digital Technology



A school community
that inspires openness,
trust and mutual respect

For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: recruitment@wgs-sch.net

CLOSING DATE FOR APPLICATIONS: THURSDAY 29TH FEBRUARY 2024, 12 NOON
INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 4TH MARCH 2024

JOB DESCRIPTION: HEAD'S PA

Summary of the role:

The PA to the Head is responsible for acting as the first line of contact for the Head, diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties. The Head's PA has the responsibility of ensuring that the ISI Compliance regulation paperwork and all Policies and Guidance are kept up to date. The Head's PA is a key element of the face Wolverhampton Grammar School (WGS) presents to the world.

Contract/Hours of Work:

Full-time. Permanent.

Pay Grade:

SCP 32 - SCP 35 (£29,816 - £32,913)

Line Manager:

Head.

Main duties and responsibilities:

General:

- To act as first line contact for the Head, using discretion and tact to ensure telephone callers and visitors receive a professional response, and are dealt with by the appropriate person
- To generate an environment of efficiency and provide a warm welcome at all times
- To liaise with members of the teaching and support staff as appropriate
- To organise the day to day time management of the Head
- To oversee the Head's travel arrangements, trains, flights, taxis, dates, etc
- To manage the Head's expenses
- To manage/respond to the main school emails 'contact@' and 'info@'
- To show absolute confidentiality and discretion at all times
- To cover routine events or emergencies with equilibrium, confidence and style
- To assist the Head in maintaining a smooth running and efficient Head's office by dealing with all administrative functions and anticipating and scheduling regular events and meetings and keeping records/minutes as required (e.g. Staff Briefing notes, Strategy and Development Plans, Annual Founder's Day and Prize Giving arrangements etc.)
- To take minutes in other meetings as required
- Support for Deputy Heads as and when needed
- Assist/deputise for the Finance Director's PA when needed
- Co-ordination and management of the room booking/catering request system
- Co-ordination of End of Term Assemblies
- Liaison with HMC main office, HMC West Division and Warwick Group
- Co-ordination of Head's reports to Directors and AGM meetings
- Support for Directors
- Co-ordination of teaching staff appraisals
- Co-ordination of student absence requests
- Co-ordination and logistics of certain ad hoc events

Compliance:

- Master holder and management of the Independent School Inspectorate files
- Distribution and co-ordination of updating changes to ISI regulation
- Master policy and school guidance holder
- Distribution and co-ordination of updating changes to policies and guidance
- Support for inspection planning
- Updating ISI web portal
- DfE returns

Students:

- Management of student pastoral files and leaver records
- Maintenance of concerns and complaints register
- Maintenance of potential and actual leaver registers
- Maintenance of registers of serious misconduct and major sanctions
- Notifications and protocols for student leavers
- Ordering of student award ties
- Student references and qualification validation for former students
- Liaison with Local Authorities regarding students on roll

PERSON SPECIFICATION: HEAD'S PA

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	Educated to A-level or equivalent	Educated to degree level	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	Proven track record of successful support to a senior manager	Previous work within a school environment	Contents of the application form Interview Professional references
Skills	Good 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 reports and maintain records to a high standard Excellent MS Outlook, Word and Excel skills Good telephone manner in dealing with a range of callers Confidence in interaction with colleagues, members of the WGS Community, parents, students and visitors.		Contents of the application form Interview Professional references
Knowledge		School safer recruitment procedure Data protection A good understanding of HR and recruitment practices	Contents of the application form Interview Professional references
Personal competencies and qualities	Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours Positive attitude to use of authority and maintaining discipline A sense of humour An appreciation of the School, its tradition and history Flexibility to work early/late or weekends as required		Contents of the application form Interview Professional references

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.