



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>PA to the Assistant Principals</b>
<b>Job Purpose:</b>	Responsible for all administrative duties, communication, and operational duties on behalf of the 3 Assistant Principals (APs). Assist the APs on a 1:1 basis making best use of their time and ensure the smooth running and efficiency of the office, managing high-level day to day priorities, and tasks as effectively as possible.
<b>Reporting Line:</b>	Assistant Principal - Staff Development
<b>Start Date:</b>	ASAP
<b>Tenure:</b>	Part-time (37.5 hours per week, Monday to Friday, 40 weeks of the year)

### Key Responsibilities:

- Prize Giving event organisation and administration, including: letters, invitations to VIPS, parents, Scholars and prize-winners, engraving trophies, liaising with teachers for prize winners' names for the event programme; creating the programme, managing the prize giving spread sheet, collating book tokens and prizes and arranging gifts for the annual guest speaker Co-ordinating the evening alongside AP – Co curricular.
- Annual Carol Service and Founders' Day celebrations service – supporting AP Co-curricular in the arrangement and management of the events.
- Activity Week administration – assisting with electronic bookings system, liaising with Heads of Department and staff leaders, allocating staff, checking participation in line with working hours
- Co-Curricular administration – collating information for booklet, gathering information from teachers for club details, checking staff participation for duties
- Calendar maintenance – weekly reminders to teachers, checking/chasing up Event details, adding new events, collating and inputting information for the next academic year, reoccurring room bookings document, collating teachers' information for website documents
- Event bookings – e.g. Staff Learning Communities, Middle Leaders' Training
- United Learning visits and events. Booking rooms, inviting participants, ordering catering, meet and greet VIPS
- Administrating the online Parents Evening Booking system
- Peer mentoring scheme – matching Y7/Y10 pupils with Sixth Form Mentors
- Arranging whole group meeting sessions. Monitoring pairs throughout the year, collecting feedback
- NQT emails and correspondence to attendees and their tutors - creating name badges and sign-off lists
- Co-ordinating timetables for coaching sessions
- Assisting in the arrangement of INSET days – organising groups/teachers' preferences. Ascertaining ESS INSET training needs/ skills gaps and assisting in the development of the programme alongside the AP – Staff development
- Diary organisation for Assistant Principals



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- Organising meetings with parents
- Printing off half-termly reports
- Drafting letters and emails
- Best in Everyone Awards administration – contacting teachers to double-check nominations, distributing invitations
- Liaising with HR for Assistant Principal involvement in recruitment (observations/interviews) and new starter (i.e.: BiE travel)
- Minute taking and formatting notes from meetings
- Monitoring RSVPs for events
- Collating research responses and creating documents for analysis
- Entering Pupil Contacts onto MIS
- Formatting compliance documents
- Administer and monitor iPad insurance claims liaising with Senior IT technician and AP – Digital Strategy.
- Administer the online Parents' evening system alongside Heads of Year and Assistant Principal – Digital Strategy. Communicating to staff members and handling all parental queries
- Collating and distributing Staff Planners
- Be available on GCSE and A-level results days to organise parental meetings
- Performing other duties assigned from time-to-time, including, but not limited to ad hoc administrative duties within the School Office

It is the nature of the work of Surbiton High School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks which are not specifically covered in the job description.



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

- Experience of scheduling busy diaries and maintaining confidential systems
- Highly developed planning and organising skills as well as a keen eye for detail
- Able to establish and maintain effective working relationships with all levels of personnel within the organisation, and with executive level and peer counterparts outside of the School
- Assertive with strong communication skills both verbal and written; ability to liaise effectively with external contacts at all levels
- Self-motivated with exemplary follow-up skills, able to work flexibly with minimum supervision using own initiative
- Demonstrated ability to work under pressure and to manage a high degree of ambiguity, completing all assignments on or ahead of scheduled deadlines
- Enthusiastic team player, with strong interpersonal and problem-solving skills
- Accustomed to working collaboratively within a busy office environment
- Fast and accurate typing, speed writing, with the ability to draft letters and documents together with expert formatting
- Ability to juggle multiple priorities, and to prioritise tasks and work systematically to achieve goals
- Highly flexible and able to multi-task
- Strong customer service orientation and skills
- IT literate, with extensive knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- Discretion and confidentiality
- Degree-level educated, desired



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1476672?cid=1567>

**Closing date for Applications:**

**8:00am, Friday 25 January 2019**

**Interviews to be held week commencing:**

**28 January 2019**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1495 pupils aged between 4 and 18. Our Junior Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*