



The Haberdashers' Aske's Boys' School

Job Description

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.

Role: PA to the Director of Co-Curricular

Reporting to: Director of Co-Curricular

Overview: This role is to provide dedicated secretarial and administrative support to the Director of Co-Curricular, Trip Leaders and Co-Curricular Leaders.

Hours: Term Time plus 3 weeks; 37½ hrs per week, Monday to Friday (excluding one hour for lunch) to be worked between the hours of 0800 - 1700 hrs, as agreed with the Director of Co-Curricular. There will be a need on occasions to work outside of these hours to support the delivery of the Co-Curricular programme.

Salary: Up to point 28 (£34,839)

Role will include but not be limited to the following duties:

General

- Promoting the importance and value of Co-Curricular involvement and activity amongst boys and staff
- Having an in-depth knowledge of 'Evolve', our trips processing system
- Supporting the DoCC with the school wide implementation of 'SOCS' our Co-Curricular, Fixtures and Calendar system

Responsibilities

Assist the Director of Co-Curricular in the management & administration of:

- School Trips -
 - Develop a strong working knowledge of Evolve.
 - Maintain an ongoing log of trips, costs, staffing and dates.
 - Provide extensive support and advice for staff about the trip process.
 - Proof-read and send letters to parents, follow up on replies and work with the Finance Department to set up payments via ParentPay.

- Maintain records of when payments are due and to follow up on payments as required.
 - Organise trip information evenings for parents.
 - Check all forms are completed on Evolve by the required dates and keep the Director of Co-Curricular informed of any concerns.
 - Check that the calendar and Evolve are always correct and in sync.
 - Maintain an overview of trips on the school website
 - Check that all post trip evaluations are completed.
 - Keep a record of the travel company (where appropriate), their terms and conditions and payment dates and, where necessary, work with the bursary to help process any insurance claims.
- Organisation of Whole School Events
 - Sports Day - annually
 - Barbican Event - biannually
 - Carol Service - annually
 - Large House/ Co-Curricular events (e.g Swimming Gala)
 - Termly Field Day Trips - including communications with parents, staffing & event bookings
- Calendar
 - To attend and take minutes at all calendar committee meetings.
 - To support the Director of Co-Curricular in collating and inputting events in the calendar.
 - To support colleagues with their own calendar queries and entries.
 - To support the Director of Co-Curricular in managing the school room booking system and ensuring this links to the printed calendar entry.
 - To support colleagues in using SOCS and to support the Director of Co-Curricular in ensuring its school-wide use.
- Additional Co-Curricular Support
 - Support the Director of Co-Curricular by maintaining Outlook calendar, arranging meetings and maintaining a daily schedule.
 - Assist the Director of Co-Curricular with the production of an annual Co-Curricular booklet and to update and maintain the Co-Curricular section of SOCS.
 - Provide administrative support to other Co-Curricular, CCF, SCS and Outdoor & Leadership activities as required.
 - Support the Director of Co-Curricular in the organisation of the Inter-House Calendar
 - Administration of Awards and Colours

The successful candidate will be required to support the school in attending some of the larger Co-Curricular events outside of the normal school hours (e.g the Barbican Concert, Open Day etc).

Person Specification

	Essential/ Desirable	How Assessed
Experience:		
Significant experience of performing all aspects of administration at senior level	E	A/I
Previous experience of working in a School environment	D	A
Significant experience of working as a PA or Secretary for a senior manager in a similar environment	D	A/I
Experience of writing and drafting letters to a broad audience.	E	A
Experience of planning and coordinating meetings in line with diary management in a time pressured environment	E	A/I/T
Qualifications:		
Strong A Levels or equivalent.	E	A
A university degree to at least undergraduate level	D	A
A commitment to self CPD	E	A
Skills & Abilities:		
Excellent interpersonal skills and solution focussed approach to professional relationships	E	A/I
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	A/I
Proficient in IT with particular skills in MS Word, Excel and/or Google	E	I/T
Confidence/assertiveness/courteousness	E	I
Proficient in the use of ISAMS/SIMS or other relevant school software systems	E	A/T
Strong IT skills including all Microsoft packages & strong experience of using databases	E	A/T
Strong levels of literacy	E	T
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	I
First rate organisational skills, attention to detail, ability to organise and prioritise work	E	T
Ability to meet deadlines and work under pressure	E	T
Use of initiative	E	A/I
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	A/T
Personal Attributes:		
Natural presence and confidence, with ability to be assertive	E	I
A very strong work ethic, a willingness to work under pressure and to tight deadlines.	E	I
A good sense of humour and a positive outlook.	E	I
Discretion and confidentiality	E	A/I
Ability to show flexibility in work in practice and style	E	I
Ability to work as a team and under own direction	E	I

Training

- Prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies (notably 'Evolve' and 'SOCS')

Terms and Conditions

Salary

Salary on commencement up to £34,839 per annum for a full time FTE, pro rata according to the hours worked, subject to skills and experience.

Actual salary up to £30,088 per annum.

Holidays

This is a term time plus post, with all holidays to be taken during school holidays.

Pension Scheme

There is a contributory pension scheme detail of which will be provided to the successful candidate.

Miscellaneous

Candidates should note that all appointments are subject to a satisfactory medical disclosure, a routine check with the Disclosure and Barring Service and such other pre-employment checks as the School is required to complete.

The site is not served by public transport.

The School has a strong commitment to the professional development of all staff and it is a condition of employment that all colleagues participate in any scheme of appraisal and professional development in force. The school is an equal opportunities employer.

The School

The Haberdashers' Aske's Boys' School ('HABS') has an international reputation for academic excellence and success, combined with exceptional pastoral care and co-curricular achievements.

The School is an independent day school with around 1,200 11-18 year old boys in the Senior School and another 200 boys from the age of 7 in the Preparatory School, which is situated on the same site.

A Pre-Prep School for 75 boys aged 5 and 6 is located in nearby. The School's grounds adjoin those of its sister school, the Haberdashers' Aske's School for Girls and an extensive and long-established coach service brings pupils and staff from across a wide area.

HABS moved to its current 100-acre rural location in 1961, occupying the grounds of a former stately home: Aldenham House, a Grade 2* listed building, located 15 miles North of the centre of London. A series of magnificent new buildings have been opened in the last decade including a new £13m Sports Facility in 2016.

HABS' aim is to nurture excellence within its established values of wisdom, integrity and humility. The most recent ISI inspection report (2012) graded the School as outstanding in all aspects. The members of the teaching staff are united by a caring approach, passion for their subject areas and the aspiration to be dynamic, modern and reflective practitioners.

Examination results are outstanding placing the School 7th in the UK League tables; places are heavily oversubscribed; and entry is extremely competitive. Boys achieve national prominence in many fields from music, drama and sport to science and Mathematics Olympiads, chess and public speaking.

The current intake of boys is exceptional, also graded as Excellent in the ISI inspection report, and the School has been placed at the top of the national league tables. Education at HABS, however, is about more than just academic success. The boys are bright, articulate and open, interested and extremely rewarding to teach. They have a great sense of humour and are very well mannered.

Pastoral care is exceptional, with a strong House-based system. Out-of-class activities abound, with many boys assuming responsibility for the running and organisation of events and societies. Music, drama and sport are strong, and there is also a thriving Outdoor Leadership programme and CCF together with a strong and active Community Service programme. HABS' boys regularly reach the finals of national competitions, such as chess, bridge and debating, but there is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious ethnic and religious diversity of the School. A Church of England School by tradition, other religious communities flourish with popular, voluntary assemblies on Thursday mornings for the many different faith groups which are represented in the School. This approach to all faiths was highly commended in the current ISI inspection report.

The School awards a number of scholarships on entry, but the majority of its funding goes into the provision of bursaries for cases of financial need. A very successful Development Foundation exists to broaden participation in the life of the School and encourage philanthropic giving.

