



SHERFIELD SCHOOL

APPLICANT INFORMATION PACK

PERSONAL ASSISTANT TO HEADTEACHER



Dear Candidate,

Personal Assistant to the Headteacher

Thank you for your inquiry about the above role at Sherfield School.

Sherfield School is an outstanding independent co-educational boarding and day school in the heart of rural Hampshire. It is steeped in history, which can be traced back to the twelfth century. Sherfield Manor became a school in 1947 and became part of the GEMS international family of schools in 2004.

We offer a rich education designed to allow our pupils to flourish in a rapidly changing and challenging 21st Century world.

As part of the GEMS organisation, with links to 85 schools around the world, we enjoy the benefits of being part of one of the world's leading education providers whilst retaining the ambience of an English country public school. Our staff have a range of professional backgrounds; from experienced teachers within the independent sector and high performing academies to the best new teachers from university. Great teachers inspire great pupils. Central to our aim is developing global citizens which is greatly enhanced by being a key member of the GEMS family of schools with worldwide networks. GEMS pay close attention to training and supporting new and experienced educators and support staff. A career within education is very rewarding when you have the right support and opportunities to develop.

GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

I look forward to receiving your application. In the meantime if you have any queries about the position please contact Sally Holmes, s.holmes@sherfieldschool.co.uk

Yours sincerely,



Chris James-Roll
Acting Head Master



SHERFIELD SCHOOL

PERSONAL ASSISTANT TO THE HEADTEACHER **To commence as soon as possible**

Salary: £24,964 - £35,444 per annum FTE (depending on experience and qualifications).

An exciting opportunity awaits a dynamic, proactive Personal Assistant. We are seeking to appoint an experienced PA to the Headteacher, who is used to working in a fast-paced environment and meeting the highest standards as part of a hardworking and supportive team. This is a key role within the School and the successful applicant will provide first class day to day support and have strong administrative and secretarial experience at senior management level. This post would suit an experienced PA seeking to explore and develop their role in this beautiful Hampshire school, 45 minutes from London.

The PA to the Headteacher is responsible for acting as the first line of contact for the Headteacher, his diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties, including the organisation of school events.

The PA will come into contact with a wide range of adults and pupils, providing a warm welcome to visitors and other contacts whilst operating at the highest professional standard in support of the Headteacher.

We are keen to receive applications from proactive and driven individuals who can demonstrate experience of working in a similar environment. Experience of using SIMS (Schools Information Management System) or similar package would be an advantage. Training will be available.

Applicants are expected to have:

- Excellent and demonstrable written and verbal communication skills;
- Good knowledge and demonstrable experience of Microsoft products especially MS Word, Excel and Outlook;
- Excellent interpersonal skills to build and sustain positive relationships internally and externally;
- Effective communication skills;
- Exceptional planning and organisational skills to ensure that tasks are completed to deadlines and to prioritise and schedule multiple tasks;
- Good educational attainment at GCSE and A Level, or equivalent;
- Accuracy and attention to detail, accurate typing from handwritten material;
- Thorough knowledge and experience of administrative procedures and best practice;
- High level of confidentiality, discretion and diplomacy;
- Experience of working as a PA, or similar role, for a senior member of staff.



SHERFIELD SCHOOL

The successful applicant will join our team of talented, committed and diligent support staff, all of whom are aligned in their passion for ensuring that all pupils receive a high quality education and leave us as well qualified and well-rounded young adults.

This is a permanent full time post, working Monday to Friday 8.00am – 5.00pm. We offer a competitive salary and a fantastic working and learning environment.

The successful candidate will be expected to work flexibly, covering for other members of the administration team in their absence and taking part in other school events. Benefits include:

- Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
- 25 days' annual leave plus public holidays (pro-rata'd if part time);
- Contributory Pension Scheme;
- In-house training;
- Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

Full details of the post and an application form may be obtained from the Sherfield School website.

All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter of no more than 500 words.

To apply, please send your letter and Sherfield application form via post to: Sally Holmes, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU **OR** electronically via e-mail: s.holmes@sherfieldschool.co.uk

Applications will be considered on receipt and an appointment may be made before the closing date. Therefore, it is recommended that if you wish to apply for this position you do so as soon as possible.

Closing Date for Applications: 25 July 2018

Interviews will be held shortly afterwards.

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Job Profile: PA to Headteacher

JOB TITLE:	PA to Headteacher	DEPARTMENT:	Administration
REPORTS TO:	HR Officer	LOCATION:	Sherfield School

Hours: 8.00am–5.00pm, Monday to Friday on a rota basis, 30 minutes unpaid lunch break. Up to 12 weekday evening meetings per year.
**There are occasions when other events scheduled for evenings or weekends require you to work outside of these hours. There may also be rare occasions where it is necessary to work Saturday mornings. Either remuneration or time off in lieu will be provided at the discretion of the Headteacher.*

Terms: Permanent full time role, 26 days' annual leave plus bank holidays*
**All holiday is to be taken during the school holidays. Note that there is a need to work a few days at the end of each term and a few days prior to the start of the Autumn term. There is also a requirement to work for up to four days in the summer, in the weeks of the public exam results days in August.*

Salary range: NJC Pay Range* 28 – 40, £24,964 - £35,444 FTE (depending on experience and qualifications)
**The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

Benefits: Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
Contributory Pension Scheme;
In-house training;
Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

PURPOSE OF THE JOB:

The post-holder primarily will provide a high level, confidential and comprehensive secretarial, administration service and strategic support to the Headteacher.

Liaison with: Headteacher, Senior Leadership Team, Extended Leadership Team, Board of Governors, GEMS Senior Management, all teaching and non-teaching staff.

External liaison: Current and prospective students and parents, Friends of Sherfield, suppliers, other school stakeholders.

The role is integral to the smooth running and organisation of the day to day administration associated with a busy school, to promote Sherfield School and to ensure the best pupil/parent experience.

This job description should be seen as indicative of the type of responsibilities included within the role, of being part of a team supporting the future development of the school and not as a comprehensive list. It is expected that the role will evolve over time based on the needs of the school and the skills and ambitions of the PA

1. ORGANISATION CONTEXT:

- Headteacher
- Senior Leadership Team

2. PRINCIPAL ACCOUNTABILITIES:

- To provide high quality administrative and secretarial support to the Headteacher, including responding on their behalf to calls and emails, drafting letters /correspondence, taking action where possible and keeping them informed of any relevant matters concerning pupils, parents or staff;
- To be able to digest, summarise and give briefings on documents, as required;
- To be the first point of contact with telephone calls made to the Headteacher by parents and others;
- Minutes of meetings to be produced promptly and distributed, usually no later than 48 hours after a meeting;
- To create high quality presentations and documentation, using MS PowerPoint or Visio;
- To help prepare for and attend meetings with the Board of Directors, taking minutes and concluding action points;
- To maintain the Headteacher's diary, prioritising and arranging meetings, avoiding clashes, anticipating and solving problems in advance and communicating well with all concerned;
- Uses diplomacy and sensitivity when "gate-keeping" for the Headteacher;
- To distribute agendas and take minutes at selected meetings (currently Local School Board, Senior Leadership Team, H&S) and support effective communication by forwarding minutes and conclusions of meetings to colleagues as necessary;
- To deal with correspondence at governance/executive level, as well as with dignitaries, parents, staff, pupils and others as directed by the Headteacher and to treat such matters with confidentiality and sensitivity;
- To develop and maintain good working relationships with Governors, teaching staff, support staff and volunteers;
- To maintain pupils' files (at point of handover by admissions) and archive any leavers;
- To provide general office assistance: receive the Headteacher's visitors to the school;
- To make arrangements for the hospitality offered by the Headteacher for guests;
- To assist with staff recruitment in conjunction with the HR Department;
- To undertake such additional duties as might be reasonably requested by the Headteacher or other authorised person.

Responsibilities Specific to Sherfield

- Maintaining school policies in liaison with the Senior Leadership Team: store draft and working documents and upload final copies onto the School website and the ISI Portal. Manage the policy toolkit: monitor review dates, advise on updates and log all actions;
- Regularly review and update ISI Inspection material (as per ISSR regulations): e.g. staff responsibility list; staff handbook; timetable for school day; details for contacting the school;
- Manage and collate termly updates for the Headteacher's Report to Governors;

- Produce termly school calendar: schedule future senior school events and liaise with PA to Head of Prep to avoid possible clashes with the Prep school;
- Assist with the organisation of key annual whole school and senior school events, including Sports Day, Prize Giving and Bonfire Night;
- New Staff Induction: arrange suitable induction day(s) for new staff, produce the staff induction booklet, devise list of mentor and buddies, organise new staff drinks reception;
- To assist with arrangements for staff INSET: liaising with the Headteacher, prepare and distribute the schedule for Inset for the start and end of each term, co-ordinate staff training as necessary and keep record of staff training;
- Term Dates: in liaison with the Headteacher, determine future term dates and publish them on the school website;
- Act as school liaison for Friends of Sherfield (FOS): act as point of contact for the parent group: attend FOS meetings and advise on suitable dates for events.

Other Responsibilities

- Arrange Headteacher's Commendations (rewarding pupils for good behaviour);
- Produce letters confirming student status;
- Coordinate the return of the annual DfE and ISC Census;
- Be aware of the requirements of the Independent Schools' Inspectorate in respect of the support provided to the Headteacher;
- To use the relevant areas of SIMS which relate to the Headteacher's office;
- Maintain and update the compliments and complaints folder;
- Manage the booking system to arrange meetings and conferences and arrange refreshments and equipment as required;
- Produce weekly staff bulletin and weekly Headteacher's newsletter;
- Carrying out specific projects and research;
- To monitor the school website and work with IT;
- To undertake such additional duties as might be reasonably requested by the Headteacher or other authorised person;
- Supporting the administrative team, answering general correspondence and assisting with filing, photocopying and shredding to ensure excellent customer service;
- Take part in performance management/appraisal cycles;
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils;
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school;
- To participate in staff programmes for training, in particular safeguarding and Health and Safety;
- Share in the corporate responsibility for the well-being and discipline of pupils;
- Promote the good work of the school in the wider community;
- Any reasonable request by the Headteacher, SLT or other authorised person.

PERSON SPECIFICATION

Skills and knowledge

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Exceptional written and verbal communication skills.	Essential
Excellent organisational, interpersonal and team working skills.	Essential
Problem solving skills.	Essential
Confident user of Microsoft Office (Word, Excel, PowerPoint, Publisher, Visio, Advanced Outlook).	Essential
Experience of producing presentations and external documents to a very high standard.	Essential
Experience of using SIMS database would be beneficial (although training will be provided).	Desirable
Managing multiple projects and activities and deliver within a fast-paced and varied environment is essential.	Essential
Effective communication skills.	Essential

Qualifications/Attainment

GCSE grade A* - C in English and Maths or equivalent.	Essential
Degree preferred or relevant industry experience and hold administrative qualifications.	Desirable

Experience

Operated extensively at EA/PA level previously.	Essential
Working with young people, ideally in an educational environment.	Desirable
Building and maintaining long-standing relationships with stakeholders of varying levels.	Essential
Effective administrative skills, including the ability to organise and prioritise own workload in order to meet tight deadlines, whilst maintaining a high degree of accuracy.	Essential
Ability to influence positively across other departments.	Essential
Ability to work confidently with a range of people, both within the School and externally.	Essential

Attitude/approach

Able to establish and maintain excellent working relationships with colleagues, and to relate appropriately to pupils.	Essential
The ability to work as part of a team and also independently.	Essential
An enthusiastic and professional attitude and commitment to learning new skills.	Essential
Discreet and able to deal with confidential information.	Essential
Tact, diplomacy and confidentiality at all times.	Essential
Ability to use initiative appropriate to position and anticipate potential issues - and the confidence to flag this to the Headteacher.	Essential

Demonstrates a robust and supportive attitude towards difficult or challenging situations with parents and other stakeholders.	Essential
Be an effective communicator and have the ability to influence positively across other departments.	Essential
Extremely well organised, the ability to multi task, excellent planning and prioritising ability to cope with peaks of demand.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
Demonstrates polite, helpful manner.	Essential
Self-motivated, high energy and pro-active with a 'can-do' attitude.	Essential
Calm, professional manner which promotes confidence and respect to all staff and students.	Essential
Presents a professional image both internally and externally at all times.	Essential
Flexibility at all times.	Essential
A desire to continue to learn and develop.	Essential
An understanding of safeguarding within an educational setting.	Desirable

July 2018