



DONHEAD PREPARATORY SCHOOL

Appointment of
Personal Assistant to Headteacher



Candidate Information Pack

CURIOSITY • CREATIVITY • COMPASSION

The Role

Donhead School is embarking on an exciting phase of development as it transitions to co-education from September 2024. We are committed to providing a supportive and inclusive environment where pupils can excel and develop important life skills.

We are seeking to appoint an experienced and exceptional Personal Assistant to support the Headteacher. The role is to support the Head with the day to day running of the school by managing the office, organising the diary and being responsible for all support required for the Head to carry out the wide spectrum of responsibility.

The ideal candidate will be flexible, adaptable and highly efficient as well as being proactive within the support team and being resourceful and analytical when working alone. The Personal Assistant must be committed to supporting our special community for our pupils, parents, Governors and staff. The successful candidate will always look and act with professionalism and be highly confidential at all times whilst remaining calm in this busy demanding position. This role will be an exciting opportunity for a PA looking to develop their career alongside the new Headteacher and the changing environment.

Hours

This is a full-time post with a minimum of 20 working days outside of term time, required at the start and end of each term throughout the academic year. Days to be worked outside of term time will be agreed in advance with the Headteacher and flexibility on this will be required.

Salary

Competitive salary and connected to experience.



Job Description

Mission of the School

It is very important that the Personal Assistant has a very clear understanding of the mission of the school.

- The PA will often be the voice of the Headteacher, and it is vital that they understand the school values and mission, acting in such a way as to promote them.
- Key responsibilities are to prioritise tasks for the Headteacher, identifying those matters that are important to the school's core values and focusing primarily on those matters.
- By understanding the mission of the school, the PA will readily identify information of a pastoral nature that is pertinent to the aims (i.e. Cura Personalis) and will ensure that this information is relayed to the Headteacher.

Armed with this knowledge, it is with confidence that the Headteacher can delegate to the PA many of their responsibilities, freeing them to concentrate on the key functions related to the mission of the school.

Responsibilities

Personal Assistant

- Understand the business processes and daily tasks required to run a successful Headteacher's office.
- Work alongside other departments to ensure organisation of and clarity of events/tasks are fully communicated.
- Maintaining a consistent level of communication through the day with the Headteacher ensuring they are fully update to date with important information.
- Ensure a high-quality flow of information and communication with key stakeholders.
- Acting as the gate keeper to the Headteacher and actively deal with matters to protect them.
- Sorting the Headteacher's incoming communications and dealing with matters as appropriate.
- Control and organise the calendar, prioritising as appropriate, and so controlling and organising the Headteacher's work schedule and diary.
- Control and organise emails, going through the inbox and dealing with and processing as required, ensuring that urgent and sensitive items are dealt with accordingly.
- Deal with routine paperwork, including invoices, involving the Headteacher as appropriate.
- Ensure and plan regular and focused meetings to clearly outline expectations, especially when outlining project expectations, with a clear understanding of project outcomes.
- Planning ahead at all times in order to identify potential issues and to anticipate needs across the school/departments.
- To anticipate the assistance needed by identifying problems, needs, options, and solutions before being asked.
- Responsible for communicating weekly with support departments to ensure timetable and staff cover/absences are verified.
- Creating a professional and welcoming office and being a key point of contact for all enquiries for the Headteacher.
- Be a calm and supportive Assistant to the Headteacher at all times.
- Responsibility for ensuring the school is compliant and ready for inspection.
- Responsibility for staff absences and Inset records.
- Organisation of major school events for the Headteacher throughout the school year.
- Oversee the organisation of the termly school calendar with the School Office.

Compliance, Recruitment & Personnel

- Placing all recruitment advertising across multiple platforms.
- Liaising with supply recruitment agencies, where required.
- Preparation of offer letter, contracts and all relevant paperwork.
- Organising DBS checks, references and recruitment checks for all new staff and volunteers at the school.
- Organisation of induction procedures for all new staff.
- Maintenance of staff personnel files.
- Ensure staff confidential matters and disciplinary procedures are strictly following ensuring accurate information and correct procedures are followed.

Other Responsibilities of the Role

- Welcoming and looking after Headteacher's visitors.
- Preparation for Headteacher Meetings with current parents and writing follow-up emails to parents.
- Arrange meetings with staff and other stakeholders. After meetings, follow up requests for information from relevant people and departments and prepare any relevant draft letters.
- On a daily basis, dealing with enquiries from parents, staff, pupils, governors and other stakeholders in the school on matters relating to the role of the Headteacher & PA.
- Establish good working relationships with all other areas of the school, in particularly with other support teams to promote the professional side of the school.
- Dealing with correspondence and preparing the Headteacher's Letters.
- Assisting the Headteacher with the production and submission of pupil references for senior schools.
- Monitor the progress of the School Development Plan and help the Headteacher maintain the impetus of the School Development Plan.
- Develop and maintain the filing system for the Headteacher's Office, ensuring accuracy, confidentiality and security of information.
- Maintain confidential staff files and ensure all relevant school, staff and pupil files, are kept up-to-date and that information can be retrieved speedily.
- Organise and prioritise future commitments to ensure schedules are not being overloaded.
- Take and transcribe minutes of meetings, as required, ensuring these are completed and distributed in a timely manner and that action points are followed up.

Any other duties, which may, from time to time, be reasonably assigned by the Headteacher. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job Description, it will be amended accordingly. It will always be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

Person Specification

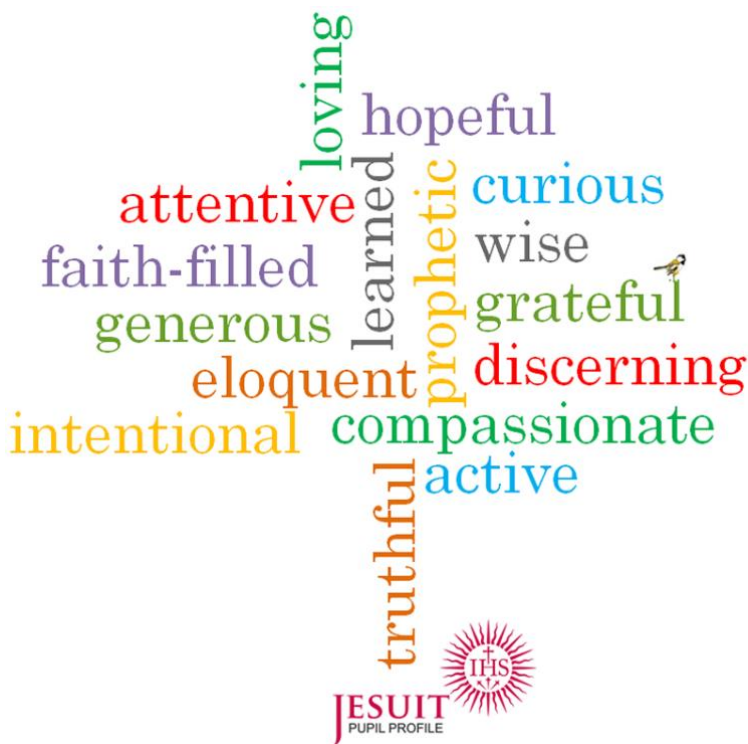
Qualifications and Experience
Business Administration/Personal Assistant or similar qualifications
Additional certification in Office Management is an advantage
Proven work experience as a Personal Assistant
Experience and knowledge of the workings of a school and its support processes
Proficiency in Microsoft Office Suite with a high typing speed of at least 60 wpm
To have experience in organizing, managing and running large who school events
Being initiative and having an eye for detail would be highly desirable
Hands-on experience with office equipment (e.g. printers, screens etc.)
Customer service attitude
Dependability and good time keeping
Skills & Attributes
Excellent organizational and administrative skills
Professional attitude and appearance
Flexible, adaptable and calm in a dynamic working environment with competing priorities
Warm, welcoming, friendly and helpful personality
Outstanding ICT skills, including Microsoft Word, Excel and Outlook and the ability to adapt to the use of technology and school systems.
Ability to work in an organised and methodical manner, multi-tasking, managing own time and prioritising workloads.
Proven experience working in a discreet and sensitive manner with a high level of discretion and confidentiality at all times
To have outstanding communication and interpersonal skills with an ability to build relationships with people at all levels, both internally and externally
To be committed to safeguarding and promoting the welfare of pupils
To be a positive and collaborative team player
To have an instinctive “Customer Service” approach; to be professional, welcoming and friendly, with a natural desire to go the extra mile to help
Excellent written and verbal communication skills with an excellent phone etiquette
Excellent attention to detail with a high degree of initiative and a flexible attitude
Ability to be resourceful and proactive when issues arise
To be self-motivated, persistent, and good humoured
To be willing to work evenings on occasion throughout the year
To have confidence in networking, and the ability to represent the School

Our Mission Statement

The aim of Jesuit education is 'improvement in living and learning for the greater glory of God and the common good.' Forming intellectually competent, good, and virtuous young people through education has been the work of Jesuit schools since 1548. It is desired by parents for their children and an enterprise in which all teachers can share.

At Donhead we strive to ensure that the children are growing to be .

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



About Us

Donhead is a vibrant, exciting, and fulfilling place in which to work. We have enthusiastic pupils, supportive colleagues, and a full programme of CPD for all members of staff. The school is characterised by a warm, welcoming, and supportive atmosphere, as noted by our recent visit from ISI. New colleagues are supported through an introduction and ongoing training in Jesuit Education.

We offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Free refreshments during term time
- Access to Health Assured Employee Wellness
- Access to the Global Jesuit Schools' Network and extensive professional development opportunities
- Staff discount of up to 50% on fees for a child attending Donhead
- Free life assurance benefit and personal accident cover
- Generous pension schemes
- Competitive terms and conditions of employment

Donhead is committed to safeguarding and promoting the welfare of children and expects every member of staff to share this commitment.

Any offer of an appointment is subject to satisfactory references, an Enhanced DBS disclosure, verification of identity and qualifications, satisfactory medical fitness, evidence of the right to work in the UK and DfE prohibition checks. Additional overseas checks will be required for candidates who have lived or worked outside the UK.

How to Apply

All candidates must complete the Donhead Application form and return this by the closing date to Sian Buckley, the Headteacher's EA at Headteacherpa@donhead.org.uk.

Early applications are strongly encouraged as we reserve the right to appoint at any stage during the process. CVs will not be accepted.

Please visit our website for further details about Donhead and to download our application form.

If you have any questions or would like to visit the school prior to application, please contact Sian Buckley, Headteacherpa@donhead.org.uk or by calling 020 8946 7000.

Shortlisted candidates will be contacted by phone or email to invited for interview.

All candidates are requested to bring proof of photo I.D., evidence of their right to work in the UK and original copies of qualifications to their interview.

Deadline for applications is Monday 29th January 2024 at 10am.

Interviews will take place on Tuesday 30th January and Wednesday 31st January 2024.