



JOB DESCRIPTION

Headmaster's PA / Registrar
To start January 2019
Full-time, term-time plus 4 weeks
Monday to Friday 8.00am to 4.30pm

Job Title: Headmaster's PA / Registrar

Reporting Line: Headmaster of Pre-Prep and Prep School (Deputy Bursar in the Headmaster's absence)

Location: Hampton Pre-Prep and Prep School

The closing date for applications is **Monday 3 December 2018 at 9.00am**.

HAMPTON PRE-PREP AND PREP SCHOOL

Hampton Pre-Prep & Prep School is an independent preparatory school for girls ages 3 to 7 years and boys 3 to 11 years. We are currently seeking a professional and enthusiastic PA to the Headmaster to join our team from January 2019. The position is term-time plus 4 weeks and the hours are 8.00am to 4.30pm.

Hampton Pre-Prep & Prep is a small and friendly school with high standards, educating pupils from 3 to 11 years old. Our Pre-Prep (Kindergarten to Year 2) is situated in Wensleydale Road and occupies two residential homes linked to form one building, with Kindergarten in a separate contained unit at the rear. The style of the property helps to create a secure and homely feel for the children in this early, yet very formative stage of their schooling. The older Prep pupils (Years 3 to 6) are located on Gloucester Road in a brand new state-of-the-art building.

The Headmaster's PA provides strictly private and confidential support to the Headmaster, facilitating his ability to lead and develop the School. We are looking for candidates who are used to working at a senior level in a PA capacity, who are extremely well-organised and able to cope effectively with a number of tasks at the same time in a very busy environment. The role requires someone who is an excellent communicator with a warm and open manner, who is able to represent the School effectively both internally and externally to a wide range of people.

Role Summary

- To act as the Personal Assistant to the Headmaster
- To effectively manage the Headmaster's diary
- To draft and produce accurate correspondence and documentation in a timely manner
- To support the admissions activities of the School
- To undertake any other reasonable tasks required by the Headmaster in association with this role.

The main responsibilities and duties of the post are:

Personal Assistant

- Organising the day to day time management of the Headmaster, assisting him in prioritising his workload and keeping him on schedule
- To provide a warm and hospitable welcome for all those who come into contact with the School, whilst simultaneously acting as gate-keeper to the Headmaster
- Producing correspondence for the Headmaster and ensuring he is briefed for all meetings with the relevant documents and presentations, etc
- Producing and retaining minutes from meetings as required and in conjunction with the Headmaster tracking when agreed action points have been fulfilled
- Provide support to the Senior Management Team with the administrative and orderly running of school events
- Maintaining the high standard of personal appearance and presentation commensurate with the sometimes outward facing nature of this role
- To perform any other duties as may reasonably be requested by the Headmaster, including any other administrative support needed at certain pinch points in the year.

Admissions

- In conjunction with the Headmaster and colleagues in the Admissions team based at Hampton School, play an important part in admissions arrangements, open mornings and assessment events for prospective pupils to the School, maintaining an up to date Register of prospective pupils and communicating directly with prospective parents.
- In close conjunction with the Headmaster coordinate arrangements for pupils' successful transfer to Senior Schools, including the Assured Places Scheme to Hampton School, typing reports and pupil references and arranging practice interviews.

Recruitment

- Working closely with the Headmaster and in liaison with the HR Department at Hampton School, co-ordinate arrangements for the recruitment of staff at Hampton Pre-Prep and Prep School
- Ensure that all recruitment processes meet current Safer Recruitment guidelines.

Other

- Assist with general office queries as required
- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar/Deputy Bursar in association with the above role.

Training

- An appropriate First Aid course
- Where necessary, to undergo on the job training under the general direction of the Deputy Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

Person Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications, experience and personal qualities:

Skills, experience and qualifications

- A good general level of education (graduate preferred but not essential; must have at least 5 GCSE/O Level or overseas equivalent at grades A*-C , including Maths and English)
- Proven track record of providing successful support to a senior manager as a PA or Executive Assistant
- Previous relevant experience within the education sector would be advantageous but is not essential
- Good organisational skills, with particularly strong attention to detail and accuracy of spelling, grammar and punctuation
- Strong literacy skills to prepare correspondence and reports and maintain records to a high standard
- Excellent secretarial/IT and typing skills: clear, up-to-date working knowledge of Microsoft Office (especially Word [including mail merge], Excel and PowerPoint); willingness/ability to learn new software packages as required by the post
- Excellent minute-taking skills in large, complex meetings
- Experience of managing an electronic diary system e.g. Microsoft Outlook
- Excellent communication, organisational, administrative and management skills
- Ability to manage multiple tasks, respond to urgent work and tight deadlines
- Ability to show initiative over which matters should be referred directly to The Headmaster and which should be delegated to others

Personal Qualities

- Common sense, patience and a sense of humour are essential qualities for this post!
- The ability to work using own initiative, but also to work comfortably within existing systems
- Ability to work as part of a team
- Ability to remain calm whilst working under pressure, with sometimes rapidly shifting priorities, and responding appropriately to the unexpected, when such circumstances arise
- Ability to work confidently with a wide range of internal and external personnel with due regard to their potential levels of influence both within and outside the school
- Proven discretion, tact and diplomacy.

Equal Opportunities

It is the policy of the Hampton School Trust to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

SALARY AND OTHER BENEFITS – PA TO THE HEADMASTER

Salary

The salary will be based on the Hampton School Trust Scale for Support staff. The Salary will be pro-rata and will be commensurate with experience. . This will be paid in 12 equal payments by bank transfer on the 25th of the month, or next working day thereafter.

Hours and Holidays

The salary is for a term time Monday to Friday appointment 8.00am – 4.30pm plus occasional evening work to attend meetings and two Saturdays throughout the year.

Holidays will not be permitted during Hampton Pre-Prep and Prep term time.

Notice

The appointment is probationary for the first year of employment after which it will be confirmed, or extended for a further period not exceeding 6 months. The minimum period you are required to give to terminate your employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

Pension

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Personal Accident Insurance

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Drinks and Snacks

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

Lunch

Lunch is provided to members of staff at no cost.

Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Bursary.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

November 2018