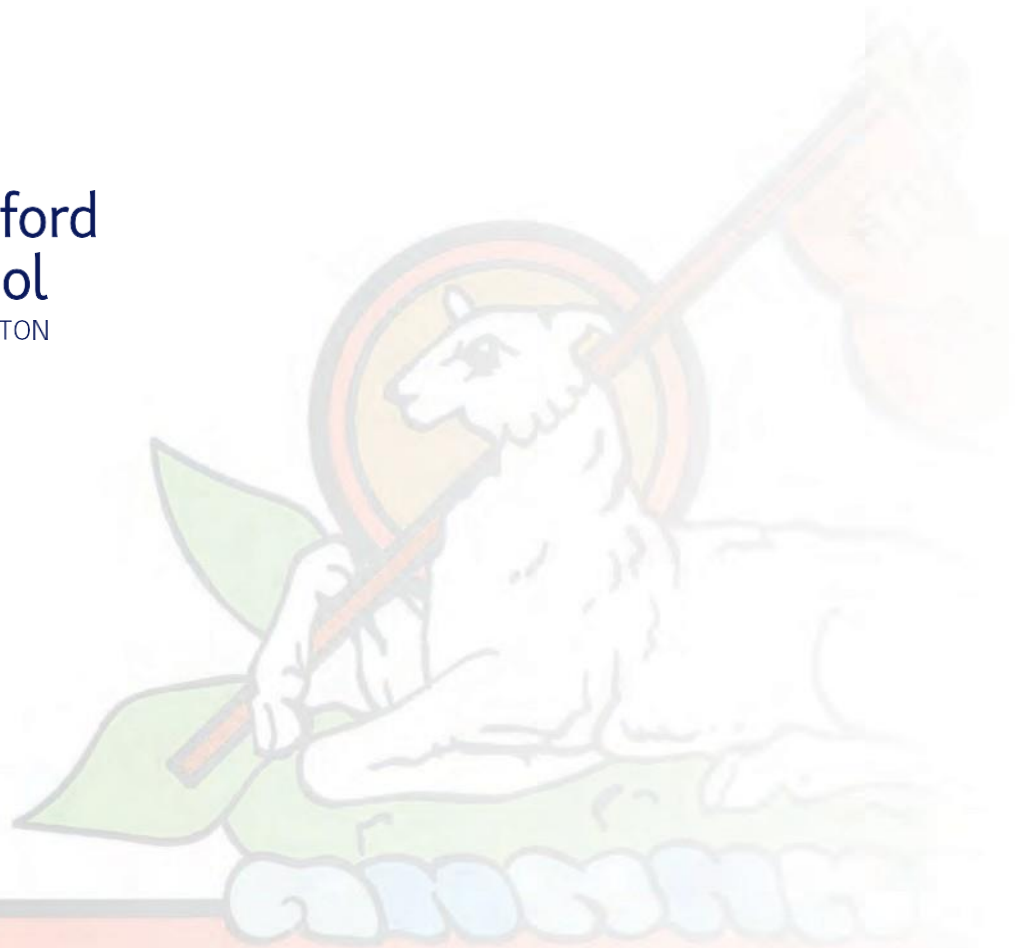




Halliford
School
SHEPPERTON



Applicant Information Headmaster's PA

Welcome from the Headmaster

Dear Applicant,

Thank you for the interest you have shown in Halliford School and our current position of Headmaster's PA. May I take this opportunity to welcome you to our wonderful school and I hope that what you will read on the following pages will encourage you to come and see for yourself what an inspiring place Halliford School is to learn and work at, you would be joining us at a very exciting time in our development.

As the Headmaster, I am working with the students and staff here to create a school where we strive for excellence in all that we do. My job along with my colleagues on the senior leadership team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

The position of Headmaster's PA is an exciting and varied one where no two days will ever be the same. Our office is an extremely busy place and I am looking for a great team player who will seek to understand what a unique school Halliford is and help to represent our values to Students, Parents, Staff, Governors, Alumni and wider members of the Halliford School Community. As my PA you would play a vital role at the school and are very much the glue that holds the school together. We are looking for someone who can work under pressure whilst offering the highest of professional standards with a great sense of humour too!

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our boys.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The school teaches boys in years 7-13 and since 2007 has taken girls into Sixth Form. In November 2014, the school was accepted into membership of HMC. The school has seen continued expansion in recent years and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at school and on a nearby separate site. Over the course of the last two years we have invested heavily in new facilities within the school, including a new state-of-the art Sixth Form Study Centre, IT suites, two new Science Laboratories and an iMac music composition suite.

Further exciting plans for a new building to celebrate the School's Centenary are now being considered by the dynamic governing body for the next phase of development at the school.

More details about the school can be found on our website at: www.hallifordschool.co.uk

The staff room at Halliford is welcoming and supportive of new colleagues. Our boys are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful school on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!

A handwritten signature in black ink, appearing to be 'J. Davies', with a stylized flourish at the end.

Mr James Davies
Headmaster



Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Elspeth Sanders, the Bursar, who will be delighted to assist you.

Telephone: 01932 234934.

E-mail: bursar@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the Bursar to arrive no later than 12 noon, 22nd February. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date. Please note that initial interviews will be held on-line at this stage.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.



The Administrative Department

This is an exciting role, which seeks to complement the outstanding provision of our School whilst supporting our Headmaster.

The School Administrative Department is based in the Main House at Halliford School. Reception is staffed by two part-time receptionists and administrators alongside a full time Academic and Pastoral Secretary. In addition, there is a Registrar and Marketing Assistant who both work closely alongside the Headmaster's PA.

We are looking for a well-qualified, talented and energetic individual. This is a wonderful opportunity for an engaging and driven PA to support at this small and dynamic School. Halliford is a thriving School with a particularly friendly and supportive staff and pupil community.



Halliford School

Job Description – Headmaster's PA

Salary

The post holder will be paid on the appropriate point of the Halliford School Support Staff Pay Scale. We have our own pay scale, which is significantly above the maintained sector.

Lines of Responsibility

The Headmaster's PA is responsible to the Headmaster for the successful running of the administrative operations at Halliford School.

Job Content

Purpose

The Headmaster's PA will provide the vital first point of contact between the Headmaster and all members of the Halliford School Community and it is therefore essential that they are able to create a warm and welcoming first impression ensuring that all visitors are well received and given an insight into the unique ethos which lies at the heart of our School. They should provide comprehensive administrative support to ensure that the daily activities of the Headmaster are co-ordinated efficiently.

Tact, discretion and diplomacy are paramount, together with an excellent telephone manner and ability to build strong working relationships with all members of the school community. A sense of humour is essential alongside a real desire to contribute to the wellbeing of our students, staff and parents.

Operational Responsibilities

The Headmaster's PA will:

- Proactively support the Headmaster as he leads the school on a day to day basis
- Manage and prioritise correspondence, events and meetings
- Make sound judgements about actions to be dealt with urgently and delegate tasks to other members of the administrative team as necessary
- Manage and co-ordinate the Headmaster's diary
- Ensure that there is effective communication across the School Community to enable the Headmaster to be kept up to date with events, even in his absence
- Create a warm and welcoming environment for all visitors to the Headmaster's Study
- Manage telephone calls with discretion and professionalism and direct them to the most appropriate individual to provide a swift response
- Accurately and confidentially keep records and minutes of meetings and events
- Work with the Headmaster to prepare and proof-read all letters, reports and policies
- Act as the initial point of contact for any school inspections and work alongside the Headmaster to ensure that all policies are kept up to date
- Deal with highly sensitive matters with tact and discretion, showing absolute discretion and confidentiality at all times
- Cover routine events or emergencies with confidence and a calm approach
- Attend events as required outside regular school hours and represent the School and the Headmaster as required

- Liaise with the Chair of Governors and members of the Governing Body including preparing agendas and minutes for meetings and liaising closely with the Bursar as Clerk to the Governors
- To organise and oversee specific school events such as Harvest Festival, Remembrance Day, Festive Services and Speech Day, with the Headmaster
- To build strong relationships with our Feeder Schools and help with arrangements for student interviews and marketing opportunities in liaison with the Registrar and Marketing Assistant
- Promote and maintain close relations with the PTA
- Assist the Headmaster in keeping core compliance documents up to date such as the Single Central Register and details of any formal complaints etc.

Office Management

- Oversee the work of the administrative team and support their professional development
- Oversee the accurate keeping of student records in both paper and electronic formats
- Work closely with the Academic and Pastoral Secretary to ensure all members of the Senior Management Team's work is managed as efficiently as possible
- Work closely with the Bursary to ensure relevant information is shared
- Liaise with the Bursar to ensure GDPR Data Protection compliance is in place

General

- Perform any other duties as may reasonably be requested by the Headmaster including any other administrative support needed at certain busy times in the school year
- This job description will be reviewed and may be the subject of amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Headmaster's PA

Person Specification

Person Specification

Skills and Abilities (all essential)

- Excellent written and verbal communication skills with a minimum of A* - C or Grade 5 – 9 in GCSE English and Mathematics
- Excellent communication skills both written and oral with a warm and welcoming personality
- Tact and diplomacy
- Meticulous attention to detail and record keeping
- Excellent secretarial/IT skills including up to date working knowledge of Microsoft 365 (especially Word (including mail merge)
- Management of an electronic diary system e.g. Microsoft Outlook and MS Teams
- Excellent all round organisational and administration skills
- Excellent interpersonal and teamwork skills and the ability to motivate others
- Ability to think both strategically and tactically
- Commitment to high standards and continuous improvement
- Ability to make a quick decision
- Able to respond flexibly and adapt to changing and challenging circumstances
- Ability to work on your own initiative and with resilience in a busy and sometimes demanding environment
- Willing and able to adapt a flexible approach to working hours as required

Qualifications and Knowledge

- A recognised business administration qualification would be desirable
- Experience of working with management information systems and / or databases
- Advanced typing and note taking skills
- First Aid Qualifications would be desirable
- Knowledge of the ISI regulatory requirements (Part 4) and *Keeping Children Safe in Education* would be desirable

Experience

- Previous track record of successfully supporting a senior leader
- Experience of working in an educational environment (desirable)

Personal Attributes

- A professional and approachable manner
- Sense of humour and perspective
- Calm, diplomatic and level-headed
- An appreciation of the need for discretion and confidentiality is essential
- A willingness to be involved in wider school life
- The ability to manage a busy workload and work effectively under time pressures
- Displays commitment to the protection and safeguarding of children and young people

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The school was founded in 1921 as an independent grammar school on the present site. The building closest to the road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Lady Emma Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home to approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff

Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Childcare vouchers scheme
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Bursar. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.



Further Information

If you have any queries regarding the application process, please do not hesitate to contact Mrs Elspeth Sanders, the Bursar, who will be delighted to assist you.

Telephone: 01932 234934

E-mail: bursar@hallifordschool.co.uk

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