



### **The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.



## **The Role**

**Contract type:** Term Time, plus additional weeks out of term time.

**Hours of work:** Monday to Friday, 8am – 4.30pm (with 30-minute unpaid break) 40 hours per week

**Reporting to:** Headmaster

**Salary:** £32,000 per annum, based on working a full academic year, including holiday entitlement.

**Disclosure Level:** Enhanced

### **Job purpose:**

To provide PA support to the Headmaster, to be effective and take full responsibility for the management of all aspects of the Headmaster's Office.

### **Responsibilities:**

- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster's work including management of diary, correspondence and HR/Personnel work.
- Ensure Headmaster is briefed for all meetings with relevant correspondence, documents/presentations and, in his absence, refer matters to the relevant member of the Senior Leadership Team for action.
- Process correspondence addressed to the Headmaster, including all highly confidential correspondence and, in consultation with the Headmaster, take appropriate action.
- Be responsible for the Headmaster's electronic and paper based filing systems.
- Receive and appropriately deal with all incoming electronic communications to the Headmaster's general email.
- In connection with Senior School academic staff appointments and in liaison with the Headmaster, Deputy Heads and the HR Department, assist as required in the interview and appointment process.
- Liaise with those staff leading the preparations for special occasions so as to ensure the Headmaster's attendance (as required) and information.
- Organise events as defined or required by the Headmaster, including room booking and catering.
- Act on behalf of the Headmaster with students, parents, staff, Governors and external agencies, making decisions on his behalf within agreed parameters.
- Liaise with parents, the Board of Governors, SLT, staff, students, general public, unions, government departments, local authority and VIP visitors to the school.
- Make appointments for current parents, students or staff to see the Headmaster and, where appropriate, establish the purpose of the meeting request and provide appropriate support detail.
- Arrange for the Headmaster to visit other schools, WOOLUSK and HMC East Group meetings and lunches/dinners.



- Arrange meeting times for student practice interviews and academic performance assessments.
- Ensure staff appraisals are in hand/on track, checking that the Headmaster has appropriate review documents.
- Organise travel arrangements, route planners etc.
- Liaise with staff/SLT to organise regular meetings, ensuring best use of the Headmaster's time.
- Coordinate population of SLT diaries as influenced by the Headmaster's requirements.
- Coordinate meetings with the Chair of Governors (e.g. the monthly meeting) and other meetings with Governors as required.
- Liaise with the Bursar and the Bursar's PA in relation to Governor matters.
- Populate diary with committee meetings/key dates/events - a term in advance, prior to diary invitations being received.
- Ensure sufficient time is allocated for report deadlines.
- Prioritise diary commitments to accommodate time to resolve urgent/ad hoc issues.
- Screen emails, replying, drafting responses for approval, and redirecting where appropriate.
- Ensure that the Headmaster has all agendas and minutes prior to meetings, in hard copy or electronic as per the Headmaster's preference.
- Manage students' exceptional circumstance absence requests, seeking advice where necessary and delegating to Tutors, and Hms where appropriate.
- Advise the Headmaster of new starters from HR spreadsheet.
- Attend WS SLT meetings and translate to minutes/actions points and distribute, and take minutes of other meetings as required.
- Type, format and prepare correspondence.
- Work with the Administration Team and the PA to the Head of the Prep School on administrative matters across both schools.
- Coordinate Departmental Review meetings – checking with Admin that the departmental reports have been submitted and that the Headmaster has access to them.
- Coordinate lesson observations, especially for teachers new to the School.
- Update and add student information to iSAMS as is relevant to dealings with the Headmaster.
- File student communications generated by the Headmaster.
- Provide the Admissions Department with sufficient diary allocation for prospective parents to meet the Headmaster, working with the team to help them resolve issues and ensuring that a Pupil Visit Form has been received in advance of meetings with prospective students and/or their parents.
- Ensure the Admissions Manager is made aware of any Leaver communications that involve the Headmaster.

**Breakdown of out of term working requirements:**

- 36 weeks term time, including INSET days
- 1 week during Easter holiday
- 3 weeks during Summer holidays (this is to incorporate the period of A level result reporting and may therefore change slightly year on year depending on the date of results reporting)
- 1 week of disaggregated time to be agreed with Headmaster.



### **Flexibility**

At times of peak work flow, it may be necessary to work beyond your normal hours in order to meet deadlines.

### **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

### **Benefits**

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free use of the School's fitness facilities, and subsidised use of our other facilities on an availability basis
- Free on-site parking
- Support for Government schemes (Cycle to Work etc)
- A warm and supportive working environment

### **The Process**

The application form should be returned together with a covering letter, ensuring it does not exceed two pages, in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by **9am on 22<sup>nd</sup> March 2024**.

### **Interviews will take place on 26<sup>th</sup> March 2024.**

The School reserves the right to make an appointment before the closing date.

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.



**Headmaster's PA  
Person Specification**

<b>Competence</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Skills &amp; Experience</i></b>		
Proven track record of successful support to a senior manager	X	
Excellent organisational and planning skills with strong attention to detail and accuracy.	X	
Ability to deal with sensitive information with discretion and to maintain confidentiality.	X	
Excellent communication skills and the ability to build relationships with colleagues, parents and pupils	X	
Good literacy skills to prepare correspondence and reports and maintain records to a high standard.	X	
Strong IT skills to include MS Outlook, Word and Excel and an appropriate typing speed.	X	
An appreciation of school life, particularly the independent sector.		X
Ability to work on own initiative.	X	
Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues to hit deadlines.	X	
Motivated and have the ability to take the initiative to manage tasks.	X	
A flexible, proactive approach to work with the ability to manage multiple tasks and deadlines	X	
<b><i>Personal Qualities</i></b>		
Integrity, tact and diplomacy	X	
Approachable and open manner	X	
A good sense of humour and positive attitude	X	
Smart and professional in presentation	X	