

PA TO THE HEAD OF JUNIOR SCHOOL & OFFICE MANAGER

REQUIRED FOR APRIL / MAY 2024

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the School has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



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MESSAGE FROM THE HEAD OF JUNIOR SCHOOL

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Anne Long anne.long@jags.org.uk if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - ♦ Competitive salary
 - ♦ Pension Scheme with 10% employer contributions
 - ♦ Free onsite parking
 - ♦ Free gym membership with discounted family rates
 - ♦ Employee Assistance Programme
 - ♦ Free access to the Dulwich Picture Gallery
 - ♦ School fee discount
 - ♦ Cycle to work scheme
 - ♦ Interest-free computer loans
 - ♦ Interest-free transport season ticket loans
 - ♦ Free lunches



PA TO HEAD OF JUNIOR SCHOOL AND OFFICE MANAGER

THE ROLE

JOB TITLE:	PA to the Head of Junior School and Office Manager
TERMS & CONDITIONS:	42.5 hours per week, term time only plus twenty days during school holidays. 8.00am – 5.00pm, Monday - Friday (inclusive of 30-minute unpaid lunch)
SALARY:	Full time equivalent salary £37,5000 to £42,000 per annum depending on qualifications and experience Actual Salary: £39,116 to £43,810 per rata per annum for working 42.5 hours per week for 35 weeks per year plus twenty days during school holidays

Overview

The post holder will be the Personal Assistant to the Head of Junior School and will oversee the efficient and smooth running the Prep Office.

They will carry out administrative and secretarial duties for the Head of Junior School and on behalf of the Prep Office.

They will be responsible for the accuracy and quality of all communications sent via the Prep Office.

A strong service ethos is essential, and a 'can do' proactive, energetic attitude towards work and people is essential. This role will also have line management responsibility for the Prep Office Administrator.

Main responsibilities

- Support the Head of Junior School on a daily basis to ensure the efficient running of the Junior School, and a high level of professionalism.
- Oversee the diary of the Head of Junior School and regularly check emails, correspondences and appointments for the Head of Junior School to ensure excellent communication and organisation.
- Prepare the agenda for and minute-take at meetings for the Head of Junior School including individual meetings, Briefings and School Leadership Team meetings. Ensure that agendas and minutes are shared with relevant staff in a timely manner and ensure that staff are adequately briefed on matters to be discussed.
- Implement and maintain procedures and administrative systems for the Junior School including telephone and reception duties where required.
- Oversee the quality of communications on behalf of the Prep Office, ensuring timely, accurate and well-presented responses to all queries.



- Be a key point of contact for all staff, parents and pupils with any administrative queries or concerns and be a key point of contact for them in the absence of the Head of Junior School or Deputy Heads.
- Co-ordinate meetings on behalf of the Head of Junior School and on behalf of the Prep Office including regular 'Head Girls' and 'Parents' Association' meetings.
- Prepare and distribute papers as required and reply to requests for information and action any meeting points as required.
- Event-plan and co-ordinate logistics including communication, seating, catering and security requirements for Junior School events. Ensure the marketing department are informed of any relevant opportunities.
- Co-ordinate the Junior School (Prep) weekly Newsflash with news from the week and send this to parents each Friday afternoon. Ensure that the marketing department is kept informed of events.
- Attend Prep evening events as 'Front of House' including Parents' Evenings, plays and performances (with working hours to be amended on that day / during that week to accommodate the additional hours, i.e. a later start).
- Work closely with the PA to the Head of Pre-Prep to ensure all administrative systems across the Junior School are consistent and integrated.
- Input information into the school's database systems including CPOMS, ISAMS, SOCS.
- Draft, prepare and send emails on behalf of the Head of Junior School and the wider Junior School staff using the school's communication software, ensuring well-written and accurate communications.
- Gather and create reports and other documentation as required by the Head of Junior School or School Leadership Team e.g. attendance data.
- Liaise closely with the PA to the Head of Pre-Prep to ensure consistency of approach, standards and quality across the Junior School (Pre-Prep and Prep).
- Communicate with the parents and wider community in a highly professional manner, upholding the reputation of James Allen's Girls' School.
- Provide first aid to pupils as required.
- Take the staff register in the event of a fire or lockdown procedure / drill.
- Oversee room-booking for Prep events and meetings.
- Support with day trips (within contracted hours) if required.
- Update content on the JAGS Parent Portal to ensure it is accurate.
- Ensure that all visitors to the school are properly signed in.
- Undertake tasks on behalf of the HR department in relation to the appointment or induction of new staff.
- To carry out any other reasonable duties as requested by the Head of Junior School.



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PERSON SPECIFICATION

Operational Excellence

- Previous experience in a similar role, including PA experience.
- Previous experience of working in a busy, dynamic environment.
- Highly IT literate and adept at using a range of Microsoft programmes, including Word, Excel and Power Point.
- Ability to quickly learn new IT systems including SOCS, iSAMS, TEAMS.
- Articulate in all forms of communication, with fluent and accurate written and spoken English
- A strong multi-tasker with experience of maintaining impeccable records with excellent organisational and administrative skills.
- Experience of diary management.
- Outstanding organisation skills with an ability to anticipate possible issues ahead of time.
- A keen eye for detail and ability to maintain an exceptional standard of work.
- Strong A levels or equivalent.

Personal Behaviours

- Enthusiastic, creative and flexible.
- Tactful, discreet, professional and calm with an awareness of the needs of parents and pupils.
- Able to use initiative and implement forward-thinking strategies within the department whilst accepting direction / instruction and taking accountability for their actions.
- Strong time-management with a strong ability to prioritise effectively.
- Kind, naturally helpful and open-minded.
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning.
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school.
- Attention to detail and ability to maintain confidentiality.
- A good sense of humour and a positive approach to their work.

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service



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HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Junior School, Victoria Goodson, recruitment@jags.org.uk, will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE.

Closing Date: **Midday on Friday 21 March 2024**

Interview dates : **Wednesday 27 March 2024**

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

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James Allen's Girls' School

Ages 4-18

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