

TEAM PA

REQUIRED FOR 29 AUGUST 2024
CANDIDATE PACK


jags

James Allen's Girls' 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 1100 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

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my 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

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision, and look forward to welcoming you soon.

Alex Hutchinson

MRS ALEX HUTCHINSON, MA (OXON) PGCE



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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 recruitment@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 lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

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THE ROLE

JOB TITLE:	Team PA
TERMS & CONDITIONS:	Term time only 8:00am to 4:00pm (with 1-hour unpaid lunch break)
SALARY:	Full Time Equivalent Salary: £30,000 - £35,000 per annum depending on qualifications and experience Actual salary: £27,753 - £32,378 per annum for working 35 hours per week for 35 weeks per year
RESPONSIBLE TO:	Executive Assistant to the Head and Head of Administration

Overview

The purpose of the role is to provide expert assistance and support to members of the Senior School Leadership Team by undertaking a range of administrative duties.

Main responsibilities

- Provide administrative support to Assistant Head (Student Development) and Assistant Heads for KS3, KS4 & KS5, including but not limited to:
 - Organising and supporting with information evenings, collaboration days, year group events and GCSE/ A Level results celebratory breakfasts
 - Preparing parent communications and sending via JAGSPost
 - Preparing information packs for form tutors
 - Greeting visitors and arranging relevant logistics
 - Administrative support for the Assistant Head (Student Development) regarding the school calendar, including arranging and minuting calendar meetings
- Update the content for Senior School information screens
- Create, produce and distribute pastoral handbooks, handouts and posters for internal use
- Provide cover for the Pastoral Assistant as required
- Provide cover for Senior School Reception as required
- Create, order and distribute student planner
- Record lunchtime supervisions and detentions in the pupil information management system and send any relevant communications
- Administer teacher cover requests during the school day, in the absence of the Senior Teacher
- Support Heads of Section with creation of weekly absence reports
- Arrange 1:1 meetings as required
- Provide administrative support in the arrangement of the co-curricular activity program
- Book rooms and catering for events as appropriate

- Support the EA to the Head with events and administration.
- Support PA to Senior Deputy Head with trips and administration as required.
- Participate in other such duties as may be reasonably required

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PERSON SPECIFICATION

Operational Excellence

- Educated to A Level or equivalent
- Previous experience of working in a busy administrative role
- Previous experience of working in an education environment (desirable)
- Experience of using iSAMS (desirable)
- Excellent IT skills, including Microsoft Office
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- 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
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

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.

Helen Careswell; PA to the Head (helen.careswell@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 telephone the recruitment team on 020 8693 1181.

Closing Date: Midday on Tuesday 14 May 2024
Interviews: Week commencing Monday 20 May 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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Ages 4-18

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