

PA TO SENIOR DEPUTY HEAD

REQUIRED FOR AUGUST 2025

CANDIDATE PACK



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.

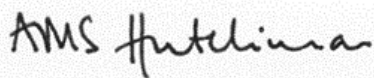
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

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.



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 Helen Careswell, Head of Senior School Admin on helen.careswell@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:	PA to Senior Deputy Head
TERMS & CONDITIONS:	Term time plus 3 weeks in school holidays, 35 hours per week 8am to 4pm with 1-hour unpaid break each day Plus extra hours as required to attend and minute after school meetings
SALARY:	Full Time Equivalent Salary: £37000 - £41000 Actual Salary: £30,969.16 - £34,317.18
RESPONSIBLE FOR:	Pastoral Assistant

Overview

The purpose of the role is to provide expert assistance and support to the Senior Deputy Head and Assistant Head Pastoral by undertaking a range of PA and administrative duties.

The PA will liaise with multiple stake holders, including governors, parents, pupils, teaching staff, local councils, inspection panels, external government agencies, other schools and the local community.

Main responsibilities

- To act as the first point of contact for the Senior Deputy Head
- To provide PA support to the Senior Deputy Head, including but not limited to:
 - managing correspondence, including drafting parental letters and use of JAGSPost
 - managing the Senior Deputy Head's diary and appointments
 - organising meetings and events, including booking venues, arranging catering, and other arrangements, as required
 - preparing agendas and minute meetings as required, including the Head of Section/Head of Year meetings and the Senior School Leadership Team meetings
 - meeting & greeting visitors
 - arranging school council meetings, including circulation of agenda and minutes
- To line manage the Pastoral Assistant, including providing cover and supporting with registration and absence reports
- To provide administrative support for the Assistant Head Pastoral
- To administer the Parent Talks programme
- To enter data into iSAMS and CPOMS
- To prepare, collate and distribute all pastoral material including the Student Planner and pastoral/safeguarding posters.
- To collate and distribute the weekly pastoral notes

- To liaise with outside agencies under the direction of the Senior Deputy Head and/or Assistant Head Pastoral
- To follow up on safeguarding queries, updating records and ensuring that all matters are dealt with in strictest confidence, sharing information only with those instructed by the DSL
- To update confidential safeguarding files
- To keep and update safeguarding training logs
- To support the Senior Deputy Head in updating and ensuring compliance with a number of key policies and guidance
- To support the Senior Deputy Head in the preparation of governor reports
- To monitor the production and collation of safeguarding information for a variety of uses
- To collate and organise safeguarding files for pupils transferring to other schools
- Completion of a three-day First Aid at work course, to provide support in the absence of the nursing team
- To provide support during critical incidents, working closely with the Head's EA
- To participate in other such duties as may be reasonably required

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PERSON SPECIFICATION

Operational Excellence

- Previous experience in a similar role, including of working as a PA
- Previous experience of working in a busy, dynamic environment
- Highly IT literate and adept at using a range of Microsoft 365 programmes, including Word, Excel and Power Point
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Leadership

- The ability to lead and manage an individual to work towards a common goal
- The ability to communicate enthusiasm and vision to the staff and pupils
- An individual who strives for the highest standards at all times
- A measured and confident decision maker who is calm and positive whilst under pressure
- The ability to blend firmness, patience and empathy when dealing with difficult situations
- Ability to identify problems and bring positive solutions

Personal Behaviours

- Tactful, discreet, professional and calm with an awareness of the needs of staff, parents, and pupils
- 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.

The Head of Senior School Admin, Helen Careswell (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 call the recruitment team on 020 8693 1181.

Closing Date : Midday on Friday 16 May 2025

Interview Date : Week commencing 19 May 2025

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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