

# Packwood



*Packwood is part of the Shrewsbury School family of Schools.*



## **Information for Candidates** **PA to the Headmaster**

# Contents

<b>PA to the Headmaster Advert</b>	<b>3</b>
<b>Job Description</b>	<b>4</b>
<b>Person Specification</b>	<b>7</b>
<b>About Packwood Haugh School</b>	<b>9</b>
<b>Our Ethos &amp; Values at Packwood</b>	<b>10</b>
<b>The Application Process</b>	<b>11</b>
<b>Benefits and Contractual Terms</b>	<b>12</b>
<b>Recruitment Guidance Notes</b>	<b>14</b>
<b>Contact Details</b>	<b>16</b>

## PA to the Headmaster

*Permanent, full-time, all year round*

*Salary £26,000pa - £30,000pa, subject to skills & experience*

We have an exciting opportunity for a highly skilled Personal Assistant to provide outstanding professional administrative, secretarial, and organisational support to the Headmaster.

This is a diverse and rewarding role that requires a highly organised, trustworthy individual with a can-do attitude and a calm disposition. The successful applicant will be a pro-active solution-finder and accomplished communicator, with strong professional values and skills in handling confidential information with discretion and professionalism.

### **Key Responsibilities:**

- All-round Personal Assistance for the Headmaster.
- Dynamic diary and calendar management.
- Call handling and welcoming visitors, parents, and staff.
- Meeting facilitation including composing agendas and occasional minute-taking.
- Performing a range highly confidential administrative duties relating to the daily running and strategic development of Packwood Haugh School.
- Composition, editing, review and handling of a wide range of correspondence.
- Preparation of reports, papers, and presentations.
- To oversee the Headmaster's travel arrangements for UK and overseas trips, and handling expenses.
- Other secretarial duties as required.

### **Essential Qualities:**

- Educated to A-Level or equivalent.
- Demonstrable experience as a professional PA or similar.
- Highly adaptable and flexible, with initiative and the ability to thrive under pressure.
- Excellent at building rapport and positive relationships with a wide range of people.
- Strong typist and pride yourself on your excellent typing skills. At least 50 wpm plus.
- Excellent written and oral English with attention to detail.

- Fully conversant in Microsoft Office with a formal ICT qualification such as ECDL, NVQ or equivalent experience and confidence.
- Sympathy with the aims and activities of a thriving leading prep school.

In addition to a competitive salary, we offer a generous holiday entitlement, pension, free car parking, lunch in the dining hall when the kitchens are operational, access to a cycle to work scheme and free use of school facilities when not in use by pupils (golf course, swimming pool, tennis courts, squash courts).

Packwood Haugh School's recruitment is dealt with centrally through Shrewsbury School.

For a job description, a message from the Headmaster and an application form, please visit [www.shrewsbury.org.uk/jobvacancies](http://www.shrewsbury.org.uk/jobvacancies) or alternatively email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk).

Closing date for applications is **12pm, Monday 12 August 2024.**

Interviews will be held at the school during the week commencing 19 August 2024.

*Packwood Haugh School is committed to the promotion of welfare and safeguarding of children. Applicants will undergo thorough child protection screening including checks with the Disclosure & Barring Service.*

# Job Description

## MAIN PURPOSE OF ROLE

The main purpose of the role is to provide outstanding professional administrative, secretarial, and organisational support to the Headmaster.

## LEVEL OF POSITION

The postholder will report directly to the Headmaster who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

## PRINCIPAL ACCOUNTABILITIES

- To act as first line contact for the Headmaster, using discretion and tact to ensure callers and visitors receive a professional response, and are dealt with by the appropriate person.
- To generate an environment of efficiency and provide a warm welcome at all times.
- To liaise with members of the SLT, academic and support staff as appropriate.
- To organise the day to day time management of the Headmaster.
- To oversee the Headmaster's travel arrangements – trains, flights, taxis, dates etc; for UK and overseas trips.
- To oversee the Headmaster's wider educational involvement, including with the Shrewsbury family of Schools. The current Headmaster is on various boards, so support with this will be expected.
- To show absolute confidentiality and discretion at all times.
- To cover routine events or emergencies with equilibrium, confidence and style.
- To assist the Headmaster in maintaining a smooth running and efficient Headmaster's office by dealing with all administrative functions and anticipating and scheduling regular events and meetings.
- To organise and oversee travel arrangements for children where necessary.
- To take minutes for SLT meetings and provide support to members of the SLT

- Working to ensure a smooth working relationship with Shrewsbury School and maintaining strong links with other senior schools.

The above responsibilities are neither exclusive nor exhaustive and the post holder may be required, within reason, to undertake other duties and responsibilities that the Headmaster may determine within the purpose of the post.

## **CONTACTS**

- In all contacts the postholder will be required to be a good ambassador for Packwood Haugh School as well as maintain constructive relationships.
- To present a positive image of Packwood Haugh School at all times, maintaining effective relationships with colleagues, parents and members of the public.

## **SUITABILITY TO WORK WITH CHILDREN**

- Packwood Haugh School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder will be in regulated activity with young people and must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

# Person Specification

*It is anticipated that the successful candidate will demonstrate the following:*

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• Educated to A-Level or equivalent	✓	
• An IT qualification i.e. ECDL, NVQ.		✓
• Secretarial or shorthand qualification		✓
• RSA/OCR Keyboard skills level 3 or equivalent.		✓
<b>Work Experience:</b>		
• Proven track record of successful support to a senior manager	✓	
• Good organisational skills with strong attention to detail and accuracy.	✓	
• Confident interaction with colleagues, members of the extended Packwood community, parents, pupils and visitors. The Headmaster’s PA is a key element of the face Packwood presents to the world	✓	
• Experience of working on own initiative, prioritising, and managing processes effectively.	✓	
• Ability to manage multiple tasks and deadlines.	✓	
• Ability to approach all matters with discretion, tact and confidentiality, preserving the integrity of school information.	✓	
• An excellent level of applied ICT, especially MS Word, Excel and Outlook, and a typing speed of 50+ wpm.	✓	
• Good telephone manner in dealing with a range of callers	✓	

- Strong diary management skills, using judgement where appropriate. ✓
- Experience of working in an education environment would be an advantage but is not essential. ✓

**Personal Attributes:**

- Able to respond flexibly and cheerfully as priorities change, to manage high levels of work-related interruptions and conflicting demands. ✓
- Strong literacy skills to prepare correspondence and reports and maintain records to a very high standard. ✓
- Friendly, helpful and approachable professional manner; able to relate well to staff, pupils, parents, Governors and visitors. ✓
- Ability to deal calmly with different situations as they arise. ✓
- Must be able to take instructions both written and verbally. ✓

**Other / Special Working Conditions:**

- Flexibility to work occasionally early or late and at weekends as necessary. ✓
- An appreciation of the school, its tradition and history ✓



## About Packwood Haugh School

Packwood is a co-educational, day and boarding prep school for children aged 4-13 years old. Set in 65 acres of beautiful Shropshire countryside, but only just over an hour from Manchester and Birmingham, our amazing site and facilities make Packwood a truly special place for children to grow and develop, whilst enjoying an extended childhood.

Packwood has a national and international reputation for academic strength combined with a focus on all-round education in a genuinely caring environment. Small class sizes and dedicated, specialist teachers help to ensure that every child makes the very best academic progress.

Our co-curricular programme plays a central role in school life. All pupils enjoy lessons in the creative and performing arts every week as well as playing sport almost every day. We encourage all of our pupils to discover new passions and talents as well as further develop their existing strengths.

A key feature of life at Packwood is the welcoming and genuinely caring atmosphere in the school. All pupils, whether boarders or day pupils, benefit from the close-knit community – it is so much more than a school with many staff and pupils calling Packwood home.

We are part of the Shrewsbury School family of Schools and around a third of our pupils will move on to Shrewsbury School at the end of Year 8.



## Ethos and Values at Packwood

At Packwood we believe that a strong emphasis on pastoral care helps children to grow in confidence and thrive in all areas of school life. We encourage every pupil to:

- Make the very best academic progress, developing a love of learning in preparation for senior school and life beyond.
- Enjoy a range of co-curricular experiences, developing existing talents and discovering new passions.
- Grow and develop as individuals in a happy, caring and supportive environment, making lifelong friends along the way.

All members of the Packwood Community follow the Packwood Way:

- Treat others as you would like to be treated
- Forgive
- Share
- Be respectful
- Be honest and live with integrity
- Be kind and helpful
- Be a responsible member of the community
- Do your best to be your best





## The Application Process

Please note that our recruitment process is dealt with centrally at Shrewsbury School. If you wish to apply, please complete Packwood Haugh School's application form and send a covering letter. Please email your documents, ideally as 'pdfs' to: **[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)** by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

For a job description, a message from the Headmaster and an application form, please visit [www.shrewsbury.org.uk/jobvacancies](http://www.shrewsbury.org.uk/jobvacancies) or alternatively email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk).

**Closing Date: 12 noon, Monday 12 August 2024**

Interviews will be held at the school during the week commencing 19 August 2024.

Short-listed candidates will be contacted by telephone.

Offers will be given verbally and in writing as soon as possible following the interview.

We reserve the right to appoint at any stage of the recruitment process.

Any questions or queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

**Please ensure you read the Recruitment Guidance Notes on page 14.**

# Benefits and Contractual Terms

## Contractual staff benefits

### Salary

The salary will be within the range of £26,000 - £30,000 per annum, subject to skills and experience.

### Hours

This is a permanent, full time position, working all year round, Monday to Friday from 8am to 5pm, with a one hour unpaid lunch break.

The successful candidate must be able to show a degree of flexibility as there will be a requirement to work flexibly in accordance with business requirements.

### Sick pay

The postholder would be entitled to statutory sick pay.

### Holiday

The postholder will be entitled to 26 days holiday plus bank holidays.

### Pension

The postholder will be able to join the school's pension scheme.

# Benefits and Contractual Terms

## Non-contractual Staff Benefits

### **Training & Development**

All staff have the opportunity to access professional training; we seek to develop individuals in all areas of their school life.

### **Provision of Meals**

While the kitchens are operational, lunch is provided in our dining room.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

# Recruitment Guidance Notes:

## Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary Period

All appointments are subject to a twelve months' probationary period.

## Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note: CVs are not accepted.**

Your letter and application form should be sent as a pdf to:  
[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, We will follow up written references with a telephone call to the referee. We will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport or biometric residence permit
- ✿ Current driving licence

- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

## **Disclosure & Barring Service (DBS) Disclosure:**

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

## **Overseas Police check**

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

## **Prohibition check**

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

## **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



**Packwood Haugh School,**  
*Ruyton XI Towns, Shrewsbury, Shropshire SY3 7BA.*

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)  
Telephone: 01743 280500

**[www.packwood-haugh.co.uk](http://www.packwood-haugh.co.uk)**

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