

# HATHEROP CASTLE

THE ADVENTURE OF CHILDHOOD



## PA to the Headmaster

Candidate Pack

Required for September 2017



A happy and high-achieving day and boarding prep school in the heart of the glorious Cotswolds

Hatherop Castle, Hatherop, Cirencester, Gloucestershire GL7 3NB

Tel: 01285 750206 Email: [admissions@hatheropcastle.co.uk](mailto:admissions@hatheropcastle.co.uk) Web: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk)

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## **INTRODUCTION**

Following the recent appointment of Nigel Reed as Headmaster of Hatherop Castle, the opportunity has arisen for an enthusiastic, friendly and diligent Personal Assistant to join this highly regarded co-ed day and boarding prep school, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014, and a recent ISI inspection found the school to be 'Excellent' in all categories.

## **THE SCHOOL**

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children are prepared for entry to a wide range of selective independent secondary schools including Marlborough, Abingdon, Cheltenham College, Dean Close, King's Gloucester and Malvern St James, as well as Gloucestershire's highly sought-after grammar schools. The school has a 100% track record of achieving school of first choice and great care and consideration is given to ensure each child enters the senior school best suited to their needs.

Children at Hatherop Castle benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a very flexible boarding provision and has ambitions for growth and development in this area, including the launch of a weekly accompanied train service from London and further development of international links.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the common parts of the school, as well as upgraded IT facilities and investment in staff. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. The school has recently secured control of a large walled garden which is to be developed to provide additional play space for the Nursery and Pre-Prep, for horticultural use and sports facilities. The coming years will see significant further investment and the successful candidate will be joining the school at an exciting time.

Last inspected by ISI in March 2016, the school was found to be 'Excellent' in all categories.

For more information on Hatherop Castle School, please visit: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk)

## **THE OPPORTUNITY**

Candidates are invited to apply for the position of PA to the Headmaster for September 2017.

This is an important role within the School and the successful applicant will have extensive administrative and secretarial experience. In addition to typical PA responsibilities, the role also includes management of pupil admissions to the school and nursery.

A full job description and person specification can be found below.

## **REMUNERATION**

An excellent salary and benefits package will be provided. This is a full-time, year-round role. Working hours will be 40 per week, plus attendance at marketing events including three Saturday Open Days per year and occasional evening events. You will receive 25 days holiday (in addition to bank holidays), which must be taken during school holidays.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should complete the school's application form and submit this by email to [nigel.reed@hatheropcastle.co.uk](mailto:nigel.reed@hatheropcastle.co.uk). The application form may be accompanied by a covering letter of no more than one page indicating the experience you have had to date and why you are suited to the position.

Closing Date for Applications: 30 June 2017

Interviews will be held during the week commencing: 10 July 2017

**CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Nigel Reed at [nigel.reed@hatheropcastle.co.uk](mailto:nigel.reed@hatheropcastle.co.uk).

**Hatherop Castle is committed to providing a quality all-round education for its pupils and to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.**

## Job Description

### PA to the Headmaster

Responsible to: Headmaster

#### Principal Responsibilities:

- To assist the Headmaster with all aspects of his day-to-day responsibilities, including:
  - diary management and the arrangement of meetings and visits;
  - organising the day to day time management of the Headmaster;
  - managing communications to and from the Headmaster, including preparation of letters;
  - compiling the weekly newsletter, producing termly calendars of events and coordinating events within the school; and
  - taking accurate minutes in Leadership Team and Staff meetings and managing the actions and outcomes.
- To act as first line contact for the Headmaster, using discretion and tact to ensure telephone 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 academic and support staff as appropriate.
- To show absolute confidentiality and discretion at all times.
- To cover routine events or emergencies with equilibrium, confidence and style.
- To assist with the day-to-day running of the school office.
- To organise and maintain effective filing systems.
- To manage all aspects of the registration of new pupils, including:
  - maintaining the database of prospective pupils;
  - managing all communications to and from prospective parents, arranging visits to the school and taster days and helping to make them feel welcome into the school community;
  - helping to arrange and run marketing events, including Open Days, information evenings and other school events;
  - managing the completion of registration forms and paperwork involved for all new pupils, as well as those leaving the school; and
  - assisting with marketing and promoting the school at every opportunity.
- To produce monthly reports for admissions and the pupil roll.

## Person Specification

### PA to the Headmaster

The successful candidate will have the following skills, experience and qualities:

- Proven track record of successful support to a senior manager.
- Excellent organisational and planning skills with strong attention to detail and accuracy.
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Integrity, tact and diplomacy.
- A flexible, proactive approach to work with the ability to manage multiple tasks and deadlines.
- Excellent communication skills and the ability to build relationships with colleagues, parents and pupils.
- Good literacy skills to prepare correspondence and reports and maintain records to a high standard.
- Strong IT skills to include MS Outlook, Word and Excel and an appropriate typing speed. Experience of using PASS/3sys an advantage, but not essential as training will be provided.
- An appreciation of school life, ideally 13+ prep and boarding schools.
- Ability to work on own initiative.
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues to hit deadlines.
- Motivated and have the ability to take the initiative to manage tasks.
- Approachable and open manner.
- A good sense of humour and positive attitude.
- Smart and professional in presentation.