



St Augustine's PRIORY



Rated
'Outstanding'

In all categories, Diocesan Inspection 2016



Leading Catholic
Independent Day School
for girls aged 3-18 and
boys in the Nursery,
set in 13 acres of
stunning grounds

PA TO THE BURSAR

Applicant Information

St Augustine's Priory,
Hillcrest Road,
Ealing,
London W5 2JL



Email: hr@sapriory.com
Tel: 0208 997 2022
www.sapriory.com

Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of PA to the Bursar at St Augustine's Priory. Our mission is to deliver excellence in all aspects of this unique school - we do this through nurturing and empowering our passionate staff, by hiring exceptional talent, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability to be equipped for life. To do this we need colleagues who share our ambition for excellence.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do. As an independent school we are subject to the Independent Schools Standards against which we are inspected for compliance. A desire to ensure excellence in administration, safeguarding and safer recruitment will be vital for the successful candidate.

The school is set in 13 acres of beautiful grounds with magnificent views. We are currently in the midst of a phased building development programme. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition. Our girls are dynamic, ambitious and a pleasure to teach. Our staff room is happy, welcoming and supportive of the excellent contribution all our staff members make to all aspects of our busy school life.

We are looking to appoint someone who has a passion for excellence.

Mrs S. Raffray MA NPQH
Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best staff who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.



Job Description

PA to the Bursar

Introduction

St Augustine's Priory is seeking to appoint a PA to the Bursar who will also take responsibility for HR and compliance. The principal functions of the post are to provide administrative and secretarial support to the Bursar across the full spectrum of his areas of responsibility and to ensure the smooth running of all aspects of HR administration and compliance. This is a critical role in the efficient management of the school. The post-holder will need the meticulous attention to detail required to ensure the absolute accuracy of our Single Central Register of essential pre-employment checks. Even if not experienced in the education sector, the right candidate will have an appetite for learning and professional development.

Line of Responsibility

The PA to the Bursar is line-managed by the Bursar.

Performance Management and Professional Development

The PA to the Bursar will be part of the School's Performance Management Scheme.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the school's policy in respect of all matters related to safeguarding and Child Protection. The post holder may be required to perform any other tasks reasonably required of them. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Hours of work will be based on a 35 hour working week. The post-holder will be required to work flexibly to attend evening meetings and weekend Open Days etc. for which time off in lieu will be awarded.

Core purpose of the role

- You will be expected to develop a deep understanding of the Bursar's work in order to be able to engage and support in all aspects of the role, from the strategic to the operational.
- You will assist the Bursar in his role as Clerk to the Governors as required, including by taking minutes at various meetings.
- You will also be responsible for diary management including planning, arranging and

organising daily, weekly and termly meetings and events.

- You will be responsible for HR administration including maintaining staff records.
- You will manage the recruitment and induction of new staff.
- You will be responsible for maintaining an accurate Single Central Register of employees for which careful attention to detail is required.
- Other record keeping and compliance work will be required, including annual censuses.
- Proficiency with Microsoft products is an essential requirement.
- A close working relationship with other support staff is required to enable effective time management and efficient organisation of the Bursar's workload.
- You will be required to foster good relationships with Governors, staff, parents and external organisations.

General

The position demands that you

- Respect and adhere to complete confidentiality
- Understand whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the School
- Take responsibility for own personal and professional development
- Attend relevant training, being proactive in seeking this
- Attend relevant Inset days where directed
- Comply with individual responsibilities in accordance with the role for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

Supervision and job context

- Although directly accountable to the Bursar, the organisation of your own workload and priorities on a day-to-day basis using your own initiative and knowledge of work will be essential.
- You will provide a range of services to the Bursar and the whole school and therefore work is generated throughout the day.

Benefits

- 30 days annual leave plus bank holidays
- Employer offers a minimum of 4% contribution to a Group Personal Pension
- Life Insurance 3x gross salary
- Lunches provided in school term time
- Free car parking
- Fee remission for staff with eligible children



Person specification

Skills required

Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
Attention to the detail required for maintaining staff records, census returns and a wholly accurate Single Central Register	Essential
Excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
Proactive approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities in a busy school environment	Essential
Excellent ICT skills, in particular confident and adept in use of Microsoft applications such as Word and Excel, and database input	Essential
Excellent command of written and spoken English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential
Ability to summarise discussions in writing and to draft meeting minutes	Essential

Knowledge base

Knowledge and understanding of the Single Central Register	Highly desirable
Knowledge of safeguarding issues (additional training will be given)	Desirable
Knowledge of HR and employment regulations	Desirable

Qualifications/attainment

First Aid qualified or willing to obtain qualification (training provided)	Essential
Secretarial skills	Essential

Experience

Previous experience of working in a complex, busy, service-driven environment	Essential
Experience of working in an educational environment	Desirable
Experience of working in an HR administration role	Desirable

Attitude/approach

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality	Essential
---	-----------

Resilience and stamina	Essential
Honesty, energy, enthusiasm	Essential
A willingness to give generously of time to support school events and activities	Essential
An enjoyment of working with and being in the company of children	Essential
Professional but approachable demeanour in relating to all members of the school community, suppliers and other outside agencies	Essential
Dress standards and appearance appropriate to the role	Essential
Willingness to 'roll up sleeves' for the team and in an emergency	Essential



Application Process

Candidates should:

Complete the application form available from the school's website (<https://www.sapriory.com/about-us/vacancies/>) and send this with a covering letter, detailing how your skills, knowledge and experience match the school's requirements for the post of PA to the Bursar.

Please send this letter and application form to hr@sapriory.com **by midday, Friday 6th December 2019.**

Interviews will be held week commencing 9th December 2019, subject to change.

On the day of the interviews all applicants will be required to complete a written task and there will be a formal interview before the appointments panel.

The successful candidate will be asked to accept the post by telephone or in person, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please contact the Assistant Bursar, Gill Vymeris, at St Augustine's Priory by email or telephone.

020 8991 7501 or hr@sapriory.com

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within five working days of sending it, please contact St Augustine's Priory by telephone (020 8997 2022).

