



Heathfield School
Ascot

Appointment of
Personal Assistant to the Headmistress

Commence September 2024

Welcome to Heathfield

Heathfield is a warm and welcoming school, an inclusive community which puts its students at its heart. As an intentionally smaller school, we can genuinely focus on individuals, supporting and inspiring them to strive and achieve. Everyone is known and important here, and the school celebrates the achievements of every girl. Eleanor Beatrice Wyatt founded Heathfield in 1899, to enable girls to 'see the sky'. This remains our mission today, amidst the different challenges of the Twenty-First Century.

During our 125th anniversary year, history and tradition remain important to us. However, Heathfield is a forward-thinking school. We continue to evolve, striving to provide an education that is both truly outstanding and overwhelmingly relevant. I have a clear, creative, and ambitious vision for the school and am looking to continue to build an outstanding team that shares this commitment.

The greatest asset of any school is its staff. We are building a team of extraordinary people, a community united in its mission to do the very best for every pupil. Our personalised and individual approach is central to making sure that every girl is happy, confident and ambitious. This is what enables them to reach their academic, social and emotional potential.

Academic achievement is central to our purpose. We are looking for a dedicated and able colleague to join our team. Heathfield is a dynamic environment in which capable and caring people do innovative things that make a real impact. If that is you, I would welcome your application, and I look forward to meeting you.

Sarah Rollings
Headmistress





Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 250 pupils, aged 11–18, approximately 60% of whom are boarders. Recent developments in the boarding model have created a modern, integrated community of full and weekly boarders, alongside day girls. The result is a warm, inclusive and friendly community, where all can flourish.

The School occupies an attractive, 36 acre, site on the edge of Ascot. Extensive outdoor spaces and woodland provide an inspiring, rural environment, though only half an hour from Heathrow airport and on a direct train line to Central London.

Resources for learning are excellent, and constantly evolving. A modern theatre was completed in 2009, followed by a STEM Centre in 2015. Most recently, the new, multi-million pound Cadogan Sixth Form Centre has provided dedicated learning accommodation for A Level students, alongside the most modern of social spaces.

Technology is embedded within the academic life of the school, including through a multi-media recording studio.

There are extensive facilities for sport and exercise. In addition to playing fields, there is a Sports Centre including modern fitness gym, dance and spin studios alongside a 25m indoor pool. Wellbeing has a high profile in the life of the community.

There is an extensive programme of co-curricular activities, in which all girls are encouraged to take part. This includes a vibrant and varied programme of weekend activities in which both boarders and day girls participate.

The Role

Reporting to: The Headmistress

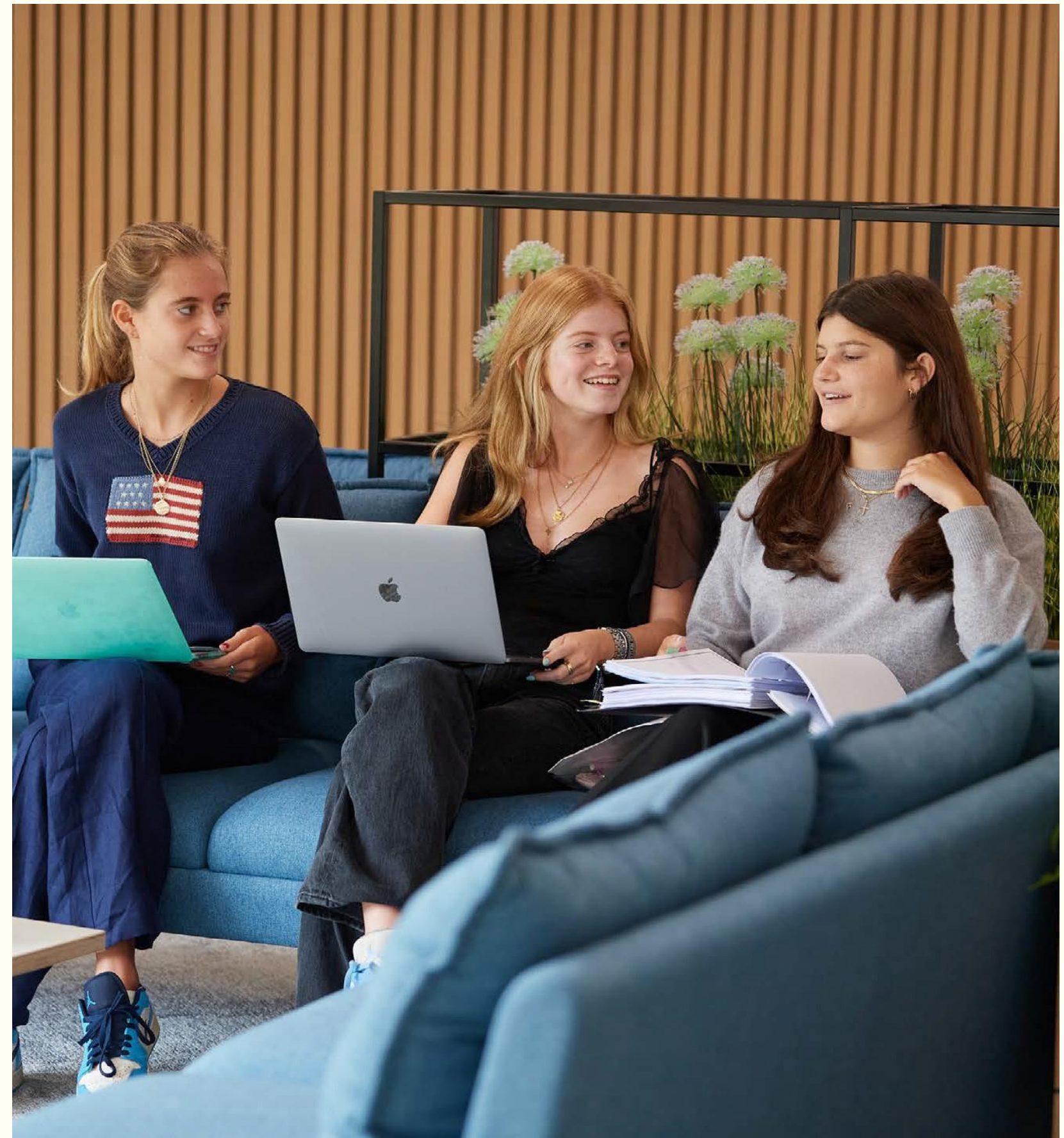
Purpose

To provide the Headmistress with a comprehensive administrative support service so that she can undertake her role with maximum effectiveness.

Main Duties and Responsibilities

Communication & Administration

- Provide a confidential and personal service to the Headmistress, as required.
- Liaise with positivity, proactivity, tact and diplomacy with all school staff and others outside the school, particularly parents, local schools and other professional agencies and the local community in general.
- Plan and manage the Headmistress' diary and appointments.
- Deal proactively with incoming and outgoing correspondence to and from the Headmistress' office, including drafting letters and emails.
- Receive emails, responding on behalf of the Headmistress to routine enquiries and passing on messages to appropriate members of staff.
- Ensure the Head is briefed for all meetings with relevant correspondence / documents.
- Prepare documents, reports and presentation materials, using appropriate software packages and ensuring that the quality of work produced is appropriate for its purpose and produced within required timescales.





Main Duties and Responsibilities Continued

- Plan and organise internal and external meetings as required by the Headmistress, ensuring that appropriate information, facilities and refreshments are provided, and making travel arrangements as necessary.
- Manage day-to-day queries from staff, students and parents, referring them promptly to an appropriate member of staff as relevant.
- Prepare agendas for meetings, take notes at, and prepare and distribute timely minutes of meetings, including SLT meetings, staff briefings and meetings with parents.
- Take lead responsibility for specified administrative systems as required by the Headmistress, including the design and implementation of procedures to ensure that the systems run smoothly and efficiently.
- As part of the administrative team, contribute to the smooth running of the school's administration, including providing cover for colleagues as required, and providing general administrative assistance as required.
- To carry out any tasks relating to Inspection preparation in liaison with the Headmistress and the Bursar, updating school policies, maintaining files of up-to-date regulatory evidence etc.
- Provide cover for the reception as and when required, providing a friendly and welcoming service to visitors.

Main Duties and Responsibilities Continued

School Events

- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Ensure that visitors and callers to the School receive an efficient, professional, approachable and welcoming service, in line with the ethos of the school.
- Attend and help with the planning of school events as required by the Headmistress.
- Attend and contribute to the smooth running of key events, including School Open Days, Parent events and the Entrance Examinations, thinking particularly of the preparation needed for the Headmistress.
- Be responsible for inviting ex-staff and other VIPs to school events and maintaining a database for these contacts.
- Liaise with the School's Marketing Team for key school events.

General Support for the School

- Support the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role, including administration of safeguarding documentation.
- Be aware of and comply with all policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute positively to the overall ethos/work/aims of Heathfield School.
- Participate in training and undertake any performance development activities as required.

- Attend and participate in meetings and forums as required, both internally and externally.
- Be aware of and responsive to the changing needs of the School and maintain a flexible and pro-active approach to work.

You will also be expected to undertake any other related duties as requested by the Headmistress. Support for other administrative staff at key times in the year may also be required.



Person Specification

	Essential	Desirable
Qualifications	<p>Educated to at least A level standard or equivalent with a pass in both GCSE English and Maths.</p> <p>Recognised secretarial or administrative qualification, or the equivalent gained through experience.</p>	
Experience	Considerable PA or senior secretarial experience.	Experience of working in a school environment.
Knowledge and Skills	<p>Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.</p> <p>First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail.</p> <p>Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately.</p> <p>Able to maintain a high work rate and manage a range of tasks and competing priorities.</p> <p>Fully PC literate, with a high level of proficiency in the Microsoft Office suite of tools.</p> <p>Excellent command of written and spoken English.</p> <p>Excellent telephone and online manner.</p> <p>Ability to summarise complex discussions in writing (e.g. for minute taking).</p>	Providing PA skills within a school environment.

Person Specification Continued

	Essential	Desirable
Personal Qualities	<p>Honesty, energy and enthusiasm.</p> <p>A willingness to give generously of their time to support school events and activities.</p> <p>An enjoyment of working with and being in the company of young people.</p> <p>Excellent people skills being professional but approachable relating to members of the school community, suppliers etc.</p> <p>Team player with a sense of humour and perspective.</p>	<p>Willingness to adapt to changing circumstances and requirements.</p> <p>Experience in managing projects and initiatives</p>
Safeguarding	<p>Full understanding of safeguarding requirements.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries.</p>	

Terms

Salary

£30,000 to £38,000 p.a. dependent on experience. Pro rata for term time contracts.

Hours

We can offer a 52 week a year contract which would incorporate the summer school administration or a term time plus 4 week (38 weeks a year) contract. The working day would be 8.30am to 5pm.

Pension

Eligible staff will be automatically enrolled onto the contributory pension scheme.

Meals and Refreshments

We provide a nutritious lunch in the Dining Hall during term time and refreshments are available throughout the day, both are free of charge.

Personal Accident Insurance Scheme

The School currently participates in a Personal Accident Insurance Scheme.

Fee remission

We offers a generous discount on fees should their daughter(s) attend the School.

Welfare and Other Benefits

Welfare initiatives available include the use of the School's swimming pool and gym (at set times), access to discounted massage and reflexology sessions and yoga classes. The School has medical care with the addition of access to a counsellor. Staff also have access to the Employee Assistance Programme which provides caring and compassionate advice and support on professional and personal matters. We also offer the cycle-to-work scheme.

Equality and Diversity

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective, and support an environment that values diversity.

Promoting British Values

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of school life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All staff are responsible for promoting these values when opportunities arise.

Application Process

Applications should be submitted on the School's application form, which can be accessed by [clicking here](#). The completed form should be accompanied by a letter of application and submitted by email to recruitment@heathfieldschool.net.

Closing date for applications: Noon on 26 July 2024

Interviews: First round Teams interviews will potentially be Week commencing 29th July 24.

Applications will be acknowledged and will be evaluated against the selection criteria. We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community. Right to Work in the UK is essential.

Safeguarding and Child Protection

Heathfield School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Enhanced Disclosure and Barring Service check. Heathfield expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.

GIRLS
FIRST



Heathfield School
Ascot

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