



Sedbergh School

PA to the Headmaster

Sedbergh School is seeing to appoint a PA to the Headmaster of Sedbergh School following a restructuring of the Senior Management Team. This is a key role within the School and the successful applicant will have extensive administrative and secretarial experience at senior management level.

Background to the School

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport.

Sedbergh has its own Prep School located approximately five miles away at Casterton.

The Headmaster of Sedbergh School has responsibility for all educational operations including teaching, pastoral care, administration, safeguarding compliance and other regulations. He is also a key member of the Strategic Leadership Team, which is chaired by the Principal.

The Position

The PA to the Headmaster is responsible for acting as the first line of contact for the Headmaster, his diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties.

The incumbent of this position comes into contact with a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Headmaster.

The role is permanent and full-time.

Principal Accountabilities:

- To act as first line contact for the Headmaster, using discretion and tact to ensure telephone callers, visitors and staff receive a professional response and are dealt with by the appropriate person.
- To provide a warm welcome at all times, be well-presented and confident in dealing with people from all levels and different backgrounds.
- To liaise with members of the academic and support staff as appropriate, generating an environment of efficiency.
- To manage the Headmaster's diary with confidence and organise his day-to-day commitments.
- To oversee the Headmaster's travel arrangements (trains, taxis, flights etc) for UK and overseas trips.
- To show absolute confidentiality and discretion at all times.
- To cover routine events or emergencies with equilibrium and confidence. The ability to keep calm in any situation and to deal with anyone who may be upset or emotional will be an asset.
- To assist the Headmaster in maintaining a smooth running and efficient Headmaster's Office by dealing with all administrative functions, anticipating and scheduling regular events and meetings.
- Assisting in co-ordinating arrangements for School events, including sending out invitations and collation of replies.
- Take Minutes of meetings, as required.
- Typing of Headmaster's end of Term Reports on pupils.

Person Specification

- Proven track record of successful support to a senior manager.
- Excellent Outlook, Word and IT skills; experience of using iSAMS databases would be advantageous, but not essential.
- A typing speed of 50+wpm; RSA Typewriting or equivalent secretarial/ICT related keyboard skills.
- Good organisational skills with strong attention to detail and accuracy.
- Ability to manage multiple tasks under pressure and with rapidly changing deadlines. Flexibility and to work as part of a team is important.
- Discretion, tact, confidentiality and loyalty at all times.
- Good level of general education, demonstrating a high standard of literacy skills to prepare correspondence/reports and maintain records. Accuracy and attention to detail is required.
- Confident interaction with colleagues, members of the extended Sedbergh community, parents, pupils and visitors. The Headmaster's PA is a key element of the face Sedbergh presents to the world.
- Good telephone manner in dealing with a range of callers.
- Work closely with the Principal's PA and School Secretary, providing cover during Term time and holidays as required.

- Flexibility to work occasionally early or late, as necessary. Time off in lieu would be taken during the School holidays.
- An appreciation of the School, its tradition and history.
- Previous experience of working in a School environment is desirable, but not essential.
- Articulate and presentable, with a cheerful personality. A good sense of humour will help!

Start date

28 August 2018

Terms and Conditions

Salary: Dependent upon skills and experience

Working hours: Monday to Friday 8.30am – 5.30pm, plus Saturday mornings during Term time (on a rotational basis with the Principal's PA and School Receptionist – a half day in lieu of this may be taken during the week on a Wednesday or Thursday). Up to one hour for lunch may be taken, by arrangement with other staff to allow for continuous cover.

Holidays: five weeks holiday per year, plus Bank Holidays; you will be required to work the early May Bank Holiday, but will be given time off in lieu during School holidays. Due to the demands of the role, any holiday is to be taken out of Term time.

Reporting to: Headmaster/Principal's PA

Accountable to: Headmaster

Application Process

Applicants are asked to complete the Application Form in full and return it by email to hadmin@sedberghschool.org before the closing date; a supporting letter and CV will also be welcome.

The closing date for applications is Friday 1 June 2018.

First round interviews will take place during the week commencing 11 June; second round interviews will be held during the week commencing 18 June.

Shortlisted applicants will be invited to interview, initially by telephone and subsequently by email. Letters will not be sent.

The interview process will include:

- Interview with the Headmaster and the Principal's PA.
- Practical assessment – details to be provided with interview information.
- A tour of the School with pupils.

- A compliance meeting with a member of the HR Department.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.