



TONBRIDGE  
SCHOOL

# FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT

## PA / Operations Assistant

Full time, all year round

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The town is frequently ranked within the top 20 "best places to live" in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, crime rates and life expectancy. The school is placed at the top of the High Street of the town and is surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves while being mindful of the needs and views of others, and our staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, and all of our staff are encouraged to participate fully in the life of the school and to enjoy our beautiful grounds and facilities. In the words of the great novelist and Old Tonbridgian, E. M. Forster: 'Only Connect'.



## The Commercial and Operations Director and Departments

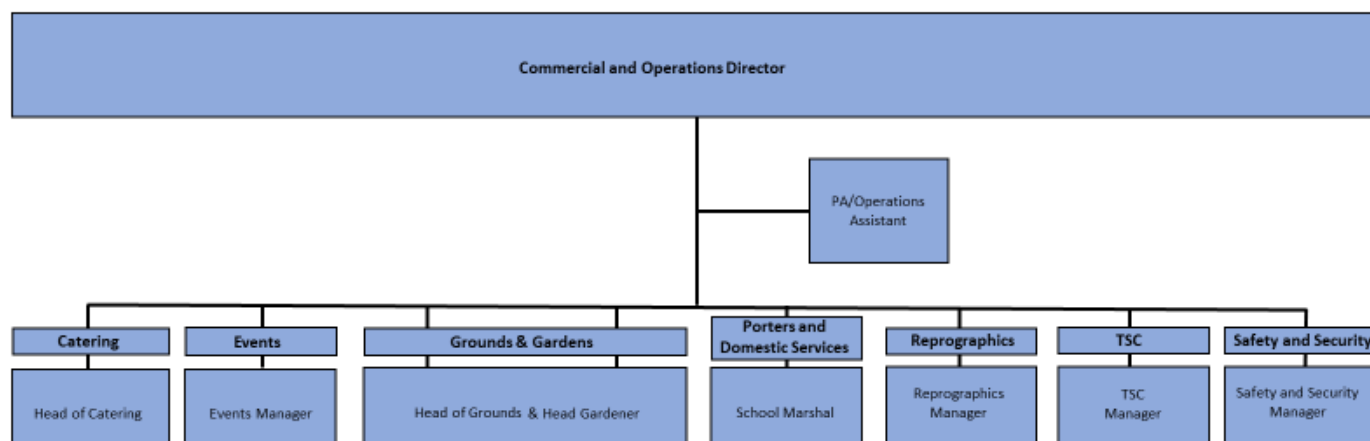
The role of the Commercial and Operations Director and his team is to deliver exceptional services to the boys at Tonbridge, the wider school community and external users of the school.

Operationally, the team delivers catering, portering, domestic services, grounds/gardens, reprographics, and safety & security services across the campus, in diverse settings.

Commercial activities are overseen by the Tonbridge School Centre team and the Events Department who work with external agencies, clubs and leisure club members, to deliver activities for the community and valuable income for the school.

The PA/Operations Assistant supports the Commercial and Operations Director as his personal assistant and the team more generally in operational areas.

### COMMERCIAL AND OPERATIONS' DEPARTMENTS



## JOB DESCRIPTION

**Job Title:** PA / OPERATIONS ASSISTANT

**Reporting to:** Commercial and Operations Director (COD)

**Main Purposes:** To provide administrative support for the Commercial and Operations Director, assisting with the effective operation and development of the School's support functions, and to ensure that the school complies with the requirements of relevant regulatory agencies.

### MAIN DUTIES

- To support the Commercial and Operations Director, through the management of his office and support of operational departments/functions (Catering, Porters/Cleaning, Grounds, Gardens, Health & Safety/Security, Reprographics) and commercial activity (Tonbridge School Centre, Recre8 and Events).
- To support the Safety and Security Manager and the Bursar in overseeing all aspects of Health and Safety Management at the School. In addition, to assist in the continued development, review and enhancement of physical security measures for buildings and the personal security for boys, staff and visitors.
- To keep up to date with, and maintaining a comprehensive log of, regulatory requirements in key operational areas of the School, including: Independent School Standards Regulations (ISSRs); National Minimum Standards for Boarding Schools; Safer Recruitment / Safeguarding / KCSIE; Data Protection / GDPR; Copyright and Intellectual Property (inc. PRS, PPL etc.); Health and Safety, and Security, including first aid and the Equality Act.
- To ensure effective communication of operational procedures, regulatory requirements and policies (including direct communication/presentations, website) so that staff are aware of not only the regulations but also the impact to the organisation if these are not complied with.
- To assist with data protection requirements, including audits, reviews, and the implementation of recommendations.
- To deal with queries from members of the public and external organisations, concerning support functions and general operations of the school.
- To take minutes and prepare reports and papers for the Commercial and Operations Director and Senior Management.
- To support the school with trips abroad and occasionally hold the emergency 'phone overnight during holiday periods.
- To support the Bursar and his PA with the management of motor insurance for the School's fleet.
- To undertake any other duties as reasonably required by the Commercial and Operations Director or the Bursar.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

## PERSON SPECIFICATION

### SKILLS and ABILITIES

- Reliable and enthusiastic with a flexible approach to work.
- Excellent interpersonal skills both verbal and written, with the ability to communicate effectively with a wide range of people.
- Practically minded, proactive, methodical and highly organised.
- The ability to be flexible, working operationally within the school campus and administratively from the office.
- The ability to focus on outcomes to be achieved, and the drive and determination to see matters through.
- Creative problem solving, with the ability to make decisions on the information available, which is often limited and not always black and white.
- Resilient and positive about change.
- Friendly, courteous and approachable; able to establish and maintain positive working relationships.
- Good administrative skills – Word, Excel, Teams etc.

### EXPERIENCE and KNOWLEDGE

To have or gain a good understanding of the following:

- Experience of working in a high-achieving, excellence-focused School and/or a busy and demanding diverse operational customer-focused environment.
- Health and Safety, and Security (Including first aid).
- Independent School Standards Regulations (ISSRs); National Minimum Standards for Boarding Schools; Safeguarding including KCSIE.
- Data Protection / GDPR including record retention.
- Copyright and Intellectual Property (including. PRS, PPL etc.).

### HOURS OF WORK

This is a full time post of 37.5 hours a week, all year round with occasional requirements to work evenings and weekends.

### REMUNERATION AND BENEFITS

An annual salary of £27,000 to £30,000 dependent on experience.

Generous benefits package including:

- Pension scheme
- Annual leave of 20 days plus bank holidays rising to 25 days after five years' service
- Lunch provided free of charge during term time
- School Fees remission (after three years' service)
- Subsidised Sports Centre membership

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to [hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

Full details and an application pack may be found on Tonbridge School's website at: [www.tonbridge-school.co.uk/jobs](http://www.tonbridge-school.co.uk/jobs)

**Closing date for applications: Thursday 7 July 2022**

**Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date. The School reserves the right to withdraw the vacancy if an early appointment is made.**

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**TONBRIDGE-SCHOOL.CO.UK**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press