Candidate Information

TONBRIDGE SCHOOL

PERSONAL ASSISTANT
to the SENIOR TEAM ACADEMIC POSTS



THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

The Secretariat Department provides high-level administrative, organisational and secretarial support to the School's governance and management functions. Acting as a central point of co-ordination, the department supports communication, diary and meeting management, project administration, and engagement with internal and external stakeholders.

Working within one of the country's leading independent schools, the Secretariat Department operates across a diverse and dynamic environment encompassing a wide range of educational, cultural, sporting and commercial activities. The department works closely with colleagues throughout the School Group, governors, parents, and external partners, providing professional, responsive, and confidential support to help deliver the School's strategic and operational objectives.



JOB DESCRIPTION

Job Title Personal Assistant (PA) to the Senior Team Academic Posts

Reporting To School Administrator (day to day) and Deputy Head Academic (DHA)

Main Purpose To provide comprehensive, proactive and confidential administrative and personal assistant support to the Senior Team, facilitating and supporting the successful delivery of the School's academic and strategic priorities

MAIN DUTIES

- To provide comprehensive and proactive Personal Assistant and administrative support to members of the Senior Team Academic Posts, including diary management, meeting co-ordination and correspondence.
- Prepare the administration relating to School Reports, ensuring the timely collection of information and accurate publication of pupils' reports.
- Organise Department Visits and lesson observations for the DHA and the Director of Learning and Academic Enrichment (DLAE).
- Assist the DLAE with planning and communicating of Engagement Level/Academic Enrichment information and other key documentation for both staff and students.
- Assist the DHA with the administration of the process by which pupils make their academic choices each year for Novi, GCSE and Sixth Form along with updating relevant booklets and curriculum guides.
- Assist the DHA with organising and co-ordinating Parents' Evenings (in-person and online) and the Sixth Form Choices Forum.
- Collate and organise Academic Departmental minutes including Annual Departmental Reviews.
- Maintain relevant Academic internal pages on the School's Firefly or SharePoint, as appropriate.
- Act as Secretary to the Education Committee, co-ordinating meeting arrangements and papers, taking minutes and managing post-meeting administration. Provide similar meeting support for other academic related working groups and forums.
- Complete the start of year administration for the DHA and the DLAE including the Academic Information booklet and the Academic Handbook.
- Organise the annual Head of Department INSET Day.
- Monitor and distribute pupils' commendations and distinctions in liaison with the Headmaster's PA.
- Assist the DLAE with the Academic Weekly Update and weekly late to lesson review for Housemasters.
- Produce and distribute School communications, notices, bulletins and information updates to staff, pupils and parents as required.
- Prepare, proofread and format academic documents, including reports, presentations, policies, handbooks, notices and correspondence, ensuring high standards of accuracy and presentation.
- Assist with the administration of academic life within the School, including reporting schedules, academic option choices, policies, departmental reviews, inspections, lesson observations and academic events.
- Assist and attend on the nominated days of Examination Results Weeks for GCSEs and A-levels in July and August.
- Support the School Administrator with recruitment, induction, appraisal and professional development process for academic staff, including arranging interviews and onboarding activities.
- Support the School Administrator with training and CPD bookings.
- Assist with the preparation and co-ordination of documentation and evidence required for inspections, audits and compliance activities.
- Maintain confidential records and documentation, always exercising discretion and professionalism.
- To undertake any reasonable request or other related duties as required by your Line Manager.

CONFIDENTIALITY

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

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom 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 Protection 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 our Schools he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Qualifications and Experience

- Educated to A-level standard or equivalent; a relevant business administration or secretarial qualification would be an advantage.
- Previous experience working as a Personal Assistant or in a senior administrative support role.
- Proven experience of providing high-level administrative support to senior leaders and managing competing priorities.
- Experience of complex diary management, meeting co-ordination and minute taking.
- Proven high level of administration experience with the ability to manage multiple priorities, maintain accurate records and confidential information.
- A high proficiency in the use of all Microsoft Office applications including Word, Excel, Outlook and PowerPoint, is essential.
- Proven ability to prioritise work effectively within a busy and demanding environment.
- Experience within an educational setting would be desirable but is not essential.

Skills and Abilities

- High level of professionalism and the ability to handle confidential information with discretion.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Strong administrative skills, numeracy, accuracy and attention to detail is essential.
- Self-motivated with the ability to work under pressure and on own initiative.
- Excellent verbal and written communication skills with the ability to deal with a wide range of people including School staff, boys and external suppliers in a professional and friendly manner.
- Outstanding organisational and time management skills, with the ability to manage multiple tasks and competing deadlines.
- Ability to work independently, using initiative and sound judgement to resolve issues and progress work.

HOURS OF WORK

This is a full time role for 34 term time weeks plus an additional 15 nominated days (3 weeks), totalling 37 weeks per annum.

Normal hours of work are Monday to Friday from 9am to 5.15pm for a total of 36.25 hours per week. There will be a 1-hour unpaid lunch break.

Exam results are currently released on three occasions in July and August. The postholder must be available to work on the nominated days in the respective weeks.

This is a School-based post and therefore remote working is not applicable.

REMUNERATION AND BENEFITS

Competitive annual salary dependent on qualifications, skills and experience, and generous benefits package including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

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.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at **http://www.tonbridge-school.co.uk/jobs**

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Application forms should be completed in full attaching a current cv.

Closing Date: Tuesday 1 December at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

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TONBRIDGE-SCHOOL.CO.UK

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

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