



THE KING'S SCHOOL
CHESTER

PA to Head of Willow Lodge and Junior School

(Full Time, Term time only + 2 weeks)

Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us



King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1700 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

We are looking for a friendly, professional and highly organised **Personal Assistant** to support the Head of Willow Lodge & Junior School on a permanent term time only (+2 weeks) basis. Our ideal candidate will have previous PA experience and a strong administrative background ideally within a school setting.

The Role

The primary purpose of this role is to support the Head of Willow Lodge & Junior School by providing a high-quality, efficient and professional administrative service. The post holder will demonstrate excellent communication, organisational and relationship-building skills, and will liaise confidently with parents, staff and external service providers.

The role is based in the Junior School and, while primarily supporting the Head of the Lower School, will be firmly Willow Lodge & Junior School focused. The successful candidate will have proven administrative experience in a busy and fast-paced environment.



Main Responsibilities

- Manage the Head of Willow Lodge & The Junior School's diary and act as an effective gate-keeper
- Handle sensitive and confidential matters with discretion and integrity
- Anticipate needs, demonstrate initiative, and contribute proactively to the smooth running of Willow Lodge & the Junior School
- Provide administrative support to the Lower Leadership Team, including Deputy Heads and Director of Studies
- Assist in the planning and delivery of key events, including Prize Giving, the Cathedral Carol Service and other annual activities
- Coordinate and publish the Willow Lodge and Junior School calendar
- Act as the main liaison for external club providers and coordinate the co-curricular activities schedule
- Liaise with external agencies to book supply staff and ensure accurate invoicing
- Oversee external email communications to parents, including a weekly bulletin

Diary Management

- Maintain an accurate and up-to-date diary for the Head of the Lower School
- Manage meeting requests and schedule appointments appropriately
- Coordinate the Willow Lodge and Junior School events calendar and ensure timely publication
- Oversee the booking of Willow Lodge and Junior School spaces for meetings and events



Administration

- Communicate with parents regarding requests such as pupil absences
- Draft non-standard correspondence on behalf of the Head of Willow Lodge & The Junior School
- Prepare schedules for forthcoming staff meetings and attend meetings to take minutes when required
- Support the organisation of educational trips, including checking documentation and communicating with parents
- Draft and distribute weekly 'week-ahead' emails to parents
- Compose ad-hoc whole-school communications as required
- Ensure accurate reporting of billing for clubs and trips to the finance office
- Maintain accurate records of new pupil starters and leavers
- Manage the requisition and monitoring of stationery supplies

Event Planning and Organisation

- Support the Leadership Team in the planning and organisation of events
- Play a key role in the coordination of the annual Carol Service at Chester Cathedral
- Assist with the administration of end-of-year Prize Giving and other celebratory events
- Support the planning and delivery of Open Morning
- Coordinate the collation and printing of Sports Day programmes
- Oversee ticket arrangements for Junior School performances and concerts

Support to the Lower Leadership Team

- Act as the main point of contact for external activities providers
- Prepare weekly Lower Leadership Team agendas, ensuring accurate cross-referencing with published dates and events

Collaboration with Others

- Act as the main point of contact for external club and activity providers, ensuring positive and compliant working relationships
- Liaise with external recruitment agencies in line with school policies and in collaboration with the HR department
- Build effective working relationships with colleagues and departments across the school
- Meet regularly with the Senior School team to ensure estates and logistics are informed of forthcoming events and to avoid scheduling clashes

Requirements

- Previous experience in a PA role (*Essential*)
- Previous experience in a school setting (*Desirable*)
- Computer literate, including office 365 (*Essential*) and Sharepoint (*Desirable*)
- Ability to multitask and prioritise workload

SALARY AND BENEFITS



You will work 37 hours per week **Monday to Friday 8.00am to 4.30pm, Term time only + 2 weeks** (approx.38 weeks per year).

- A full time equivalent salary of **£29,410** per annum (actual salary **£24,835 per annum**)
- Free staff lunch on the days you work, during term time
- 35 days annual leave (including bank holidays)
- Scottish Widows Group Personal Pension Plan
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable

- Free use of the school gym and swimming pool and library (including online resources)
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking



THE PROCESS

Candidates for this post should apply via the TES website by or send completed application forms to recruitment@kingschester.co.uk by 9am on Wednesday 6th May.

Interviews may take place ahead of the official closing date so early applications are encouraged.

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via alb@kingschester.co.uk or 01244 689 496

The role is deemed to be in regulated activity with a moderate level of contact with children on a day to day basis.

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.





RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for interview will be conducted.