

BRIEF FOR THE POSITION OF

PA to the Head

WOLDINGHAM SCHOOL



April 2022



The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and we expect to have more than 620 students enrolled from September 2022.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 1% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.





HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

ETHOS

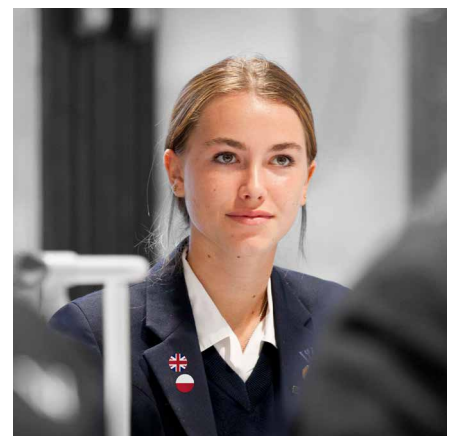
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 1% of schools in the UK for 'value added education.' In 2021, 90% of A Level grades were A*-A and 62% of GCSE grades were 9-8. In 2021, 12 Sixth Formers took an EPQ and eight achieved an A*.

Teaching and learning are centered around our unique WOLD model, which sets out our expectations of every lesson.

Willingness

to work hard and
make mistakes

Opportunities

to maximise
all learning

Learning

is a life-long
process

Determination

to succeed

The school offers a broad curriculum with 27 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House

sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal

recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

LOOKING FORWARD

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.

The role

Job title: PA to the Head
Department:
Responsible to: Head

ROLE

This is a high-profile role within the School requiring the highest professional standards and outstanding personal qualities. The Head's PA will act as the first point of contact for the Head and will provide full administration and organisational support to ensure the smooth running of his office and to assist the Head in all aspects of his role.

The PA will play a vital part in the higher-level co-ordination and smooth-running of Woldingham School.

This Job Requirement provides a guide to and general description of the duties and responsibilities of the PA. The PA will be expected to undertake any other tasks as may reasonably be requested by the Head.

SPECIFIC RESPONSIBILITIES

Head's Diary

~ Manage the Head's daily work schedules by prioritising and presenting key tasks and work requirements; management of appointment schedules; planning and scheduling meetings, conferences and travel as necessary; protecting strategic planning time in the Head's weekly schedule.

~ Act as gatekeeper to the Head's protected time in the diary.

~ Ensure complete accuracy of the Head's diary in relation to the Woldingham School calendar of events.

~ Manage the scheduling of regular meetings with pupils such as Ribbons interviews, Ribbons lunches, Year 11 individual interviews and tutor group meetings with the Head.

Head's Meetings

~ Assist the Head with the preparation and planning for all meetings.

~ Ensure that the Head has all relevant documentation when attending external meetings.

~ Organise travel arrangements on Head's behalf including booking travel tickets, taxis etc, as required.

~ Take minutes at the Staff Conferences and Staff Briefings.

~ Prepare the agenda for the weekly SLT meetings and the availability of SLT for Operational and Strategic meetings.

~ Use iSAMS to obtain information on behalf of the Head for any meetings with staff or pupils.

~ Liaison with the Registry to ensure that Head has all relevant information when meeting current or prospective pupils and parents.

~ Undertake projects as required; prepare reports following collection and analysis of information.

First Point of Contact, Visitors to the School & School Events

~ Be the first point of contact for all enquiries in person and over the phone/e-mail/post for the Head's office, liaising with parents, pupils, staff and visitors.

~ Meet and greets visitors, interview candidates and other guests of the School.

~ Arrange schedules for visiting guests, liaising efficiently with all appropriate persons.

~ Assist with the organisation and preparation of school events, such as Open Morning and Prize Day.

~ Support preparation for any ISI inspection.

~ Assist with the organisation of bespoke Prep School Open Mornings

Administration

~ Initiate draft responses whenever a written reply is required from the Head and produce final approved letters for posting.

~ Collect, open, sort and distribute the Head's post and correspondence.

~ Enhance SLT effectiveness and conserve School Leadership Team time when appropriate/required by researching, and routing all incoming correspondence; drafting appropriate reply letters and documents; collecting and analysing information; initiating communications as required.

~ Manage the contents of the 'Head' email account.





CANDIDATE BRIEF | PA TO THE HEAD

- ~ Assist with the collation of Governors' Reports in preparation for their submission to Committees and the Board.

- ~ Liaise with Heads of Departments and Heads of Years to prepare reference requests for staff and pupils; once authorised by the Head to issue as appropriate.

- ~ Assist with correspondence received from external professional agencies such as GSA, HMC, BSA and CISC.

- ~ Collate SLT holiday emergency contact details for each half term and holiday period.

- ~ Management of information requirements by transcribing, formatting, inputting, editing, retrieving, copying and transmitting data as required including use of the School management information system (MIS) to maintain and update relevant internal databases.
- ~ Carry out photocopying and laminating of material for Head as required.

Record Keeping

- ~ To retain update and archive all pupil files.

- ~ Provide historical reference by developing, maintaining and utilising hard copy and electronic filing and retrieval systems; recording meeting discussions as directed.

- ~ Initiate and maintain records of the Head's termly responses to pupil progress and achievements at each reporting stage.

- ~ Update/upload academic school policies to the intranet system.

- ~ Compile invitation lists and responses to invitations issued on behalf of the Head, such as Prize Day, Carol Service and Prep Heads lunches.

- ~ Oversee the Head's Christmas card list and arrange sending out signed cards.

HR Support

- ~ Provide Support to HR as required particularly in relation to academic recruitment.

Sensitive Information

- ~ Maintain management confidence and protect operations by keeping all information private and confidential at all times.

Other

- ~ Build relationships with other Head's PA's, particularly at Prep Schools.

- ~ Order flowers on behalf of the Staff Committee and for other relevant events e.g. Prize Day.

General

1. To provide cover and support in the absence of the PA to the Director of Finance and Operations and PA to SLT.

2. To provide occasional reception cover, as and when required.

3. To attend weekly admin meeting and provide updates.

PERSON SPECIFICATION

• Operational Excellence

- ~ At least 3 years' experience in providing close administrative/assistant support at Senior Director/Executive level in a School or business environment.

- ~ High level knowledge of office administrative and clerical practices and procedures.

- ~ Excellent organisational skills; ability to plan and coordinate activities and establish priorities;

- ~ A creative problem-solver who presents solutions;

- ~ Outstanding attention to detail;
- ~ Shows initiative and the capability to follow through quickly and efficiently with all tasks; the ability to think ahead and work flexibly without the need for constant direction to deliver outputs.

- ~ Understanding of the importance of confidentiality and discretion, and able to deal with sensitive and personal information.

- ~ An excellent command of written English; high level spelling and grammatical skills;

- ~ Fluent and accurate spoken English.

- ~ Proven experience of producing quality correspondence and documents.

- ~ Excellent ICT Skills

• Personal Behaviours

- ~ Committed to fully supporting the Head and Woldingham School in this highly responsible position.

- ~ An outgoing, affable and positive personality with energy, drive and a ready sense of humour.

- ~ Loyalty, integrity and discretion.

- ~ Excellent inter-personal and verbal communications skills; good telephone manner; courteous and able to establish harmonious links with work colleagues at all levels.

- ~ A good team worker who is able to mix with anyone.

- ~ Smart personal and professional appearance.

• Ethos and Whole School Values

- ~ Committed to operating as part of the School community.

- ~ Committed to the Sacred Heart Values.

- ~ Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

• Safeguarding and Pastoral

- ~ Committed to safeguarding and promoting the welfare of children and young people.

- ~ A satisfactory Enhanced Disclosure from the DBS.

• TERMS AND BENEFITS

- Start date: June 2022

- Working hours: Monday to Friday, 08:00 – 18:00, working term time and an additional seven weeks during the school holidays; may be open to negotiation for the right candidate.

- Salary: Competitive, depending on experience

- Holiday: The holiday entitlement is 5 weeks per year plus public holidays (pro rata). It is expected that leave will normally be taken in school holidays.

- Pension: The PA to the Head will be auto enrolled into the School's pension scheme, which includes life assurance.

- Lunch: A free lunch is available in the dining room each working day when the kitchens are open.

- Parking: There is free parking on site.

- Gym and Pool: There are staff sessions for use of these facilities.

- School Fees: remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.





How to apply

The closing date for applications is 9.00am on **Monday 16 May 2022**.

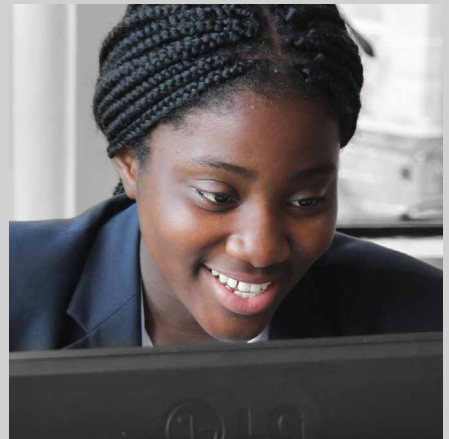
To apply please submit your completed application form to hr@woldinghamschool.co.uk with a supporting letter.

PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a new Leadership Programme in development for September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

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





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