

Job Description

PA to Executive Head and Senior Administrator

Fulham Senior School

Line Manager/Reporting into: Executive Head
Contract Type: Term Time + 2 weeks, Permanent
Start Date: September 2022
Closing Date for Applications: 9am on Monday 6 June 2022



Fulham School are seeking to appoint a committed, highly efficient and enthusiastic PA to Executive Head and Senior Administrator to support the Senior School and the Executive Head.

OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact vacancies@fulham.school

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE SUMMARY & JOB PURPOSE

- To provide high quality assistance to the Executive Head, communicating with a wide range of individuals and agencies, managing meetings and coordinating the diary;
- To lead on Whole School administration, ensuring a collaborative and professional approach across Pre-Prep, Prep and Senior;
- To provide administrative and organisational support to ensure the smooth running of the Senior School.

ROLE RESPONSIBILITIES

Head's PA

- To have responsibility for diary management for the Executive Head and be responsible for entering all appointments and assisting the Executive Head to manage their time efficiently and effectively;
- To ensure the Executive Head is always briefed on important correspondence, particularly when away from the office;
- To field incoming phone calls to the Executive Head where necessary;
- Coordinating refreshments and minute-taking where appropriate, maintaining confidentiality and discretion at all times;
- To produce letters, reports and other documents for the Head where required.

School Administration

- To coordinate Whole School administration as required;
- To be responsible for the operation and delivery of administrative support services within Fulham Senior School;
- To line manage the School Receptionist and Administrator at Fulham Senior School;
- To provide a warm and friendly welcome to all visitors and ensure that the school policy for safeguarding is adhered to;
- To answer the telephone, filtering calls and respond to e-mails or forward to appropriate person ensuring that they are delivered in a timely manner;
- To respond to a range of enquiries in person, by email and over the phone;
- To respond to pupil's needs, directing to other members of staff as required;
- To use a range of computer programmes including iSAMS and Clarion Call to perform daily admin tasks;
- To use Microsoft Office programs including Excel, Publisher, Word and Outlook, to produce and proof read a range of documents including reports and letters;
- To communicate with teaching staff to ensure that important pupil information is shared and updated in a timely manner;
- To administrate the student disciplinary processes;
- To administer first aid and medication to students and record on school database;
- To liaise with the School Welfare Manager and support with the on-boarding of new students and their medical needs, vaccinations, risk assessments and distributing relevant information to staff;
- To manage the school calendar and arrange event bookings, room bookings and meetings;
- To provide help and assistance for evening events where applicable;
- To assist in the preparation for Senior Parent-Teacher meetings;
- To deal with complaints from parents both face-to-face and over the telephone and ensuring the complaint is passed on to the right person/department, sending holding replies as needed and maintaining an accurate log of complaints and actions taken;
- To order stationery for the senior school staff where necessary;
- To work collaboratively with colleagues and teams within Fulham School, such as Admissions, Finance, HR, IT and Operations, to ensure a smooth running of the school;
- Use your own drive and initiative to ensure the smooth running of the school and uphold the expected experience of students, parents, and all other visitors to the school.

General Responsibilities

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Always adhering to Fulham School's Code of Conduct; maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with students, parents and colleagues
- Attending parents' evenings, departmental, pastoral and staff meetings
- Being prepared to be a form tutor and carry out break and lunch time duties
- Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- Attending INSET days as required.

PERSON SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications

		E	D	A	R	I
1.	Educated to A Level or equivalent		✓	✓		
2.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		
3.	Evidence of further professional study		✓	✓		

Experience

		E	D	A	R	I
1.	Experience working in office administration	✓		✓		
2.	Experience in a secretarial / PA role		✓	✓		
3.	Experience of working in an educational environment	✓		✓		
4.	Experience of using school MIS / databases	✓		✓		

Skills

		E	D	A	R	I
1.	Evidence of high-level ICT skills including the use of spreadsheets	✓				✓
2.	Evidence of excellent communication skills – both written and verbal	✓		✓		✓
3.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓		✓		✓
4.	Excellent organisational and administrative skills – ability to plan, prioritise, and manage a varied workload	✓		✓		✓
5.	An understanding of the importance of the need for confidentiality	✓				✓

Personal Attributes

		E	D	A	R	I
1.	Capacity to inspire, with a positive, pro-active, solution focused 'can do' attitude	✓				✓
2.	Ability to engage and motivate others and work effectively and positively with young people	✓				✓
3.	Ability to listen effectively and be sensitive to others	✓				✓
4.	Ability to cope well under pressure and meet deadlines	✓				✓
5.	Recognition of the importance of personal responsibility for health and safety	✓				✓
6.	Demonstrable commitment to the safeguarding of students and child protection	✓				✓
7.	Demonstrable commitment to equal opportunities	✓				✓
8.	Commitment to the School's ethos, aims and whole community	✓				✓
9.	A commitment to professional development of self and others	✓				✓