



Bancroft's School

Woodford Green • Essex • IG8 0RF
www.bancrofts.org



Candidate brief for the position of
PA to the Head



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THE ROLE

The Head's PA reports directly to the Head and provides all administrative and personal assistance to the Head and Senior Deputy Head. This person will be required to work with minimal supervision; this is a key role within Bancroft's, requiring someone who is highly experienced in managing a busy schedule whilst remaining responsive to the individual needs of the varied members of our community. The ability to be discreet, reliable, punctual, motivated and hard-working is essential, as is being able to multi-task and prioritise your work load.



RESPONSIBILITIES/ACCOUNTABILITY

Main Duties and Responsibilities

- Support the needs of the Head and Senior Deputy Head
- Maintain filing system, ensuring that sensitive information is stored appropriately and that confidentiality is maintained
- Schedule and arrange meetings (internal and external) and assist in event organisation where required, liaising with the catering department and other key staff
- Organise and maintain diaries, preparing papers where appropriate
- Arrange travel and submit expenses
- Prepare material for parental communications (both electronic and postal)
- Maintain staff records in collaboration with HR
- Maintain the email inbox, forwarding messages if necessary
- Answering the phone, screening calls, and taking and relaying messages
- Typing and proof-reading correspondence
- Respond and provide information to general enquiries





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- Undertake project/research work as required, and prepare information for reports
- Meet and greet clients and arrange pupil tours where necessary
- Arrange agendas for meetings of the Senior Leadership Team, take minutes and initiate actions from such meetings
- Organise the SLT duty and attendance rota and the termly assembly schedule
- Provide support for First Aid (training will be provided)
- General office duties such as photocopying and maintaining stationery
- To undertake other similar duties and activities that fall within the grade and scope of the post as directed by the Head or Senior Deputy Head

Additional Information

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- The successful candidate will be expected to:
 - demonstrate a commitment to improving and developing the organisation's processes and facilities
 - To carry out such duties as may be reasonably required by the Head

Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.

THE PERSON

Essential Criteria:

- Educated to A Level, GCSE in Maths and English or equivalent experience
 - Previous secretarial/PA career
 - Previous experience of working with Senior Managers, organising diaries and supporting their varied administrative and organisational needs
 - Ability to prioritise a wide range of administrative duties
 - Proficient in Microsoft Office, Excel, Word, Outlook and committed to ongoing professional development relating to the use of IT and technology
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- Strong organisational skills
- Strong communication skills (verbal and written)
- Ability to work under pressure accurately and with attention to detail
- Ability to work collaboratively as part of a team
- Discreet and confidential
- Good time management
- Motivated and diligent
- Good interpersonal skills
- Flexibility

Desirable Criteria:

- Relevant professional qualifications
- Experience of working within a school
- Short hand and audio typing skills
- An awareness of safeguarding
- Experience of iSAMS (the school's database) – training will be given where necessary



BACKGROUND

The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.





Bancroft's School

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2018, nearly 70% of all A level examinations taken by Bancroftians were graded at A* or A. With the new grade 9 representing the very top level of the A* band, we were pleased that overall 41.1% of GCSEs examined under the reformed system were awarded a 9. A very commendable 98.3% of all exams were graded 9-5 or A*-B, well inline with previous years' results.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.

REMUNERATION

The post is full time, 52 weeks per year and the working hours are 37.5 per week, 8.00am-4.30pm, Monday to Friday (1 hour for lunch). Holidays are 27 days per year which will be taken during the school holidays outside of term time, plus 8 Bank Holidays. This position requires a certain level of flexibility so the person will be expected to work additional time after hours as required to meet the school's needs. They may also be required to work occasional weekends.





Bancroft's School

We offer a competitive salary according to experience and expertise. Benefits include private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).

All posts within the School involve some degree of responsibility for safeguarding children. A Disclosure and Barring Service application at the Enhanced Level will be required and references will be sought on shortlisted candidates prior to interview.



HOW TO APPLY

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing recruitment@bancrofts.org

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

