

## PA to the Chief Operating Officer

From September 2024



Closing date: Monday 3<sup>rd</sup> June at 9am

[www.bancrofts.org](http://www.bancrofts.org) | [hr@bancrofts.org](mailto:hr@bancrofts.org)





## Being Bancroft's

**Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18.**

Our pupils achieve outstanding academic outcomes. In 2023, 68% of our students achieved A\*-A at A Level and 74% of all entries were awarded the top grades of 9 or 8 at GCSE.

And yet, we strive to achieve so much more than just results. 'Being Bancroft's' is the name which we give to our holistic approach to developing our pupils. This is a rounded educational framework running through the school which guides pupils to take full advantage of the huge range of different opportunities on offer at the school; whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, we want our pupils to challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a warm, forward-looking, modern school; a centre of excellence for the twenty-first century. We have a very diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Professional development and training is a fundamental part of working at Bancroft's. Our staff are supported and encouraged to continually reflect on their practice; together we want to ensure that each member of staff feels that they are being developed and able to help provide the very best educational and transformative experience for all our pupils.



## The Bancroft's Aim

We aim to provide a transformative experience for every child.

## The School's Values

Our education is based on six core values: Curiosity, Kindness, Integrity, Courage, Balance and Excellence. We think these values are essential to the wellbeing of every child.



### Curiosity

We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.



### Kindness

We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.



### Integrity

We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.



### Courage

We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.



### Balance

We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.



### Excellence

We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.





## The Role

The PA reports directly to the Chief Operating Officer (COO) and will provide high level administrative and personal support to the COO, as well as some specific support to the other departments managed by the COO including the Finance Department and Operations Department.

This is a key role within Bancroft's, requiring someone who is highly experienced in managing a busy schedule and has the ability to undertake a wide range of general administrative work with minimal supervision. The ideal candidate will be comfortable working with colleagues at all levels, Governors and external parties exercising tact, diplomacy and confidentiality as required.

The PA will form part of a virtual team of PA's, alongside the EA to the Head, as well as the PA's to the SLT, the Academic Office and the Pastoral Office. The PA's support each other during their busy periods as well as covering both planned and unplanned absences.

The post is term time (34 weeks including Inset days) plus 4 additional weeks, to be worked in agreement with the COO. The working hours are 37.5 hours per week. There is the scope for some flexibility in these hours subject to negotiation with the successful candidate.

## The Department

The COO's office is located at the Senior School in the original Head's House which now operates as the administrative hub for the school, alongside the Finance Department, the HR Department, the Marketing and Admissions Department, the Foundation Office and the Academic Office.

The Finance Department consists of the Finance Director, Finance Manager, Payroll Manager and 2 accounts assistants.



## Key Responsibilities

- To support the COO by proactively providing a range of secretarial and administrative services
- To assist with the COO's correspondence, both incoming and outgoing, including drafting of emails/letters, accurate and timely handling of telephone messages, screening calls, dealing with enquiries from parents and undertaking reception duties for COO
- To take responsibility for COO's diary; management of daily calendar and appointment schedule; arranging/accepting/declining internal meetings with staff, parents and external visitors as appropriate, ensuring all relevant commitments are met on time and appropriate paperwork is completed/available
- To assist in the preparation of internal meetings including preparation of the agenda, organising venue and refreshments, reception of external visitors, taking and circulating minutes and papers as appropriate
- To fulfil general 'outer office' administrative duties including photocopying/distribution of papers and keeping reference works up to date
- To support the COO in their role as Clerk to the Governors
- To assist the COO with all administration as requested, including in respect of
  - Health and Safety
  - School Insurances
  - Healthcare
  - Companies House
  - Charity Commission
  - Department for Education returns
- To complete other ad hoc duties, as requested.

## Clerk to the Governors

- To assist the COO in organising the meeting schedule of Governors' committees and the full Board, ensuring all relevant parties are notified in advance of each meeting
- To assist the COO in liaising with the Chair of each committee to agree the meeting agenda
- To collate and distribute all papers
- To minute all meetings
- To liaise with the Governors re School visits and external training
- To organise any additional days and or meetings e.g. Strategy Days
- To organise Governors' induction
- To keep full Governors' records – policies/objectives/members/training etc

## Ad hoc duties

- To assist with the annual reappraisal of the Means Tested Awards, as well as with new applications
- To maintain details regarding notice given for pupils
- To assist with the School credit cards statement reconciliation



- To distribute and keep records of the School mobile phones
- To coordinate information and draft insurance claims as necessary
- To assist with both the School accommodation and external lettings rental paperwork
- To organise and minute termly Welfare, Health & Safety Meetings
- To liaise with the Support staff pension provider re appointments for staff
- To assist with supplier invoices when required e.g. during staff absences
- To assist with correspondence with parents regarding unpaid accounts in liaison with the Finance Team





## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Educated to A Level, GCSE in Maths and English or equivalent experience	Relevant professional qualifications
<b>Experience</b>	<p>Experience as a PA in a busy office environment</p> <p>Previous experience of working with Senior Managers, organising diaries and supporting their varied administrative and organisational needs</p>	<p>Experience of working within a school</p> <p>Experience of iSAMS (the school's database) – training will be given where necessary</p>
<b>Skills</b>	<p>Ability to proactively prioritise a wide range of administrative duties</p> <p>Proficient in Microsoft Office, Excel, Word, Outlook and committed to ongoing professional development relating to the use of IT and technology</p> <p>Strong organisational skills</p> <p>Strong communication skills (verbal and written)</p> <p>Ability to work under pressure accurately and with attention to detail</p> <p>Ability to work independently as well as collaboratively</p> <p>Good time management</p> <p>Good interpersonal skills</p> <p>Flexibility</p>	<p>An awareness of safeguarding</p>
<b>Personal Qualities</b>	<p>Motivated and diligent</p> <p>Discreet and confidential</p>	



## Additional Work Information

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

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.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

## Working at Bancroft's

**An attractive salary package is offered, according to experience and expertise.**

Bancroft's offers a generous benefits package to all staff, including:

- Competitive salaries
- Optional subsidised private health care
- Commitment to supporting ongoing professional development
- Generous holiday allowance
- Use of school gym. Yoga, swimming and Pilates sessions for staff
- Friendly and welcoming common room, which organises regular social events
- Access to school counsellors and the support of a staff wellbeing team
- Complimentary lunches

There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.







## How to Apply

**An application form is available to download from the School website or by emailing [hr@bancrofts.org](mailto:hr@bancrofts.org).**

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

