



WOLVERHAMPTON
GRAMMAR SCHOOL

Head's PA and Directors' Administrator

Hours of Work: Part-time - 22.5 hours per week, 8am - 12:30pm
Contract: Term time only plus 2 additional weeks
Salary: £15,257 per annum pro rata (FTE salary: £29,649.00)

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512 and a selective and co-educational independent school of 780 pupils aged 4-18 years, it enjoys an outstanding reputation. Award-winning and judged "Excellent" by the Independent Schools Inspectorate, this is your opportunity to join a nationally recognised, forward thinking School.



Wolverhampton Grammar School is seeking a highly organised and professional Head's PA and Directors' Administrator to provide administrative and personal assistant support to the Head and the Board of Directors. This is an important role requiring discretion, excellent communication skills and the ability to manage a varied workload efficiently. Please see the job description for full details of the role.

We are looking for someone who:

- Has previous PA or senior administrative experience
- Is highly organised with strong attention to detail
- Communicates clearly and professionally
- Demonstrates discretion and professionalism at all times
- Is confident using IT systems, including Microsoft Office
- Has previous experience working in a school environment (desirable)

Wolverhampton Grammar School offers a supportive working environment and a role that supports a healthy work-life balance.



For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: recruitment@wgs-sch.net

Closing date: Wednesday 20th May, 9am

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Wolverhampton Grammar School is committed to safeguarding. There will be an enhanced DBS check prior to the appointment. Registered Charity Number: 1125268.



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region.

We partner with a range of local, national and international organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



83%

Grade 9-6 (A*-B equivalent)
awarded at GCSE



Outstanding Educational
Partnerships

74%

A* to B grades awarded at
A Level



Leaders in
Digital Technology



A school community
that inspires openness,
trust and mutual respect

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JOB DESCRIPTION: Head's PA and Directors' Administrator

Summary of the role:

To provide comprehensive, confidential and professional support to the Head, ensuring the efficient operation of the Head's Office and contributing to the smooth running of the wider school and administrative support to the Board of Directors.

Contract/Hours of Work:

Part Time, Term Time only + 2 weeks, Permanent.

Pay Grade:

Scale point 30, £15,257 per annum pro rata (FTE salary: £29,649.00)

Line Manager:

Head.

Main duties and responsibilities:

Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact.

Executive Support to the Head

- Act as the main point of contact for all communication to the Head, including in person, by telephone, email, and written correspondence.
- Manage the Head's correspondence: receiving, drafting responses, typing, dispatching and filing.
- Oversee the Head's diary, ensuring effective day-to-day time management, prioritising commitments, and scheduling regular events and meetings.
- Make all travel and accommodation arrangements for the Head.
- Manage the Head's expenses.
- Ensure a welcoming, efficient and professional environment for all visitors and callers.
- Use discretion, judgement and tact when handling sensitive information and enquiries.
- Maintain absolute confidentiality at all times.

Office Administration & Coordination

- Provide full administrative support to ensure the Head's Office operates smoothly and efficiently.
- Anticipate and schedule key events, meetings and cycles in the school year.
- Prepare agendas, paperwork and reports for Directors, Board Committees, Education Committee and other meetings for the Head.
- Take accurate minutes for Staff Briefings, Academic HoDs, Strategy and Development planning sessions, and any ad hoc meetings for the Head and Senior Deputy Head.
- Take accurate minutes for the F&GP meetings in the absence of the Director of Finance's PA.
- Manage and respond to school-wide email accounts: HeadsPA@, info@.
- Liaise with all staff, teaching and support, as appropriate.
- Provide administrative support for Deputy Heads.
- Coordinate room bookings and catering requests in collaboration with Director of Finance's PA.

Student Administration

- Oversee administration of current pupil files.
- Manage student pastoral files and leaver records.
- Maintain the Concerns & Complaints Register and registers of serious misconduct and major sanctions.
- Produce disciplinary letters for the Senior Deputy Head.
- Coordinate student absence requests.
- Manage notification processes for student leavers.
- Order student award ties.
- Produce references and qualification verification for former students.
- Liaise with Local Authorities regarding students on roll.

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Events & External Liaison

- Coordinate key school events including End of Term Assemblies, Founder's Day, Prize Giving, Remembrance Service, and other ad hoc events for the Head.
- Organise exam results meetings with Heads of Department.
- Arrange HMC Warwick Group and HMC West Division meetings (dates, agendas, correspondence, catering) with the Assistant Head (Operations).
- Liaise with the HMC main office, HMC West Division and Warwick Group.
- Issue invitations for school events and assist with event organisation as required.
- Coordinate Head's reports to Directors and for AGM meetings.
- Provide general support to Directors as required, including attending various termly meetings and minute taker.

General Duties

- Promote the welfare and safety of pupils and adhere to the School's Safeguarding and Child Protection Policy.
- Support the aims, ethos and values of the School.
- Model high standards in dress, punctuality and attendance.
- Take responsibility for professional development, including participation in CPD, INSET days and training.
- Adhere to the School's Health & Safety Policy.
- Attend meetings and participate in the management of the School as required.
- Undertake any other reasonable duties as required by the Head.

Review

This Job Description is subject to annual review to reflect the evolving needs of the School. You may also be required to undertake such other comparable duties as the Head requires from time to time.

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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</p> <ul style="list-style-type: none"> educated to A-level or equivalent 	<p>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</p> <ul style="list-style-type: none"> educated to degree level 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</p> <ul style="list-style-type: none"> proven track record of successful support to a senior manager 	<p>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</p> <ul style="list-style-type: none"> previous work within a school environment 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p>The skills required by the Applicant to perform effectively in the role</p> <ul style="list-style-type: none"> good organisational skills with strong attention to detail and accuracy ability to manage multiple tasks and deadlines discretion, tact and confidentiality good literacy skills to prepare correspondence and reports and maintain records to a high standard excellent MS Outlook, Word and Excel skills good telephone manner in dealing with a range of callers confidence in interaction with colleagues, members of the WGS Community, parents, students and visitors. 	<p>The skills that would enable the Applicant to perform effectively in the role</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Knowledge</p>	<p>The knowledge required by the Applicant to perform effectively in the role</p>	<p>The knowledge that would enable the Applicant to perform effectively in the role</p> <ul style="list-style-type: none"> • school safer recruitment procedure • data protection • a good understanding of HR and recruitment practices 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities</p>	<p>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • a sense of humour • an appreciation of the School, its tradition and history • flexibility to work early/late or weekends as required 	<p>The personal qualities that would assist the Applicant to perform effectively in the role</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>