



## VACANCY INFORMATION

### HEADMASTER'S PA





## INTRODUCTION

Thank you for your interest in the post of my PA at the Royal Grammar School (RGS). In this booklet you will find details about the job, salary and terms and benefits that would apply to you in this role.

As a member of the support staff you will be part of a large and friendly community of professionals who support our students' education and experience.

The RGS comprises an independent senior and preparatory (prep) boys' day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 315 pupils aged 3-11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff.

The RGS employs a wide range of functions including Finance, Human Resources, Estates and Grounds to provide full support across all sites.

This is a permanent, full-time role. The salary for this role is circa £42,000 per annum dependent upon skills and experience.

I look forward to receiving your application in due course.

HEADMASTER



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## SCHOOL VALUES

*The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.*

### **Inclusivity**

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

### **Scholarship**

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students' minds and inculcate a lifelong love of learning.

### **Integrity**

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

### **Respect**

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

### **Courage**

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

### **Collaboration**

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.



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## **JOB DESCRIPTION**

**Reports to:** The Headmaster

### **1. Job Purpose**

To provide an outstanding PA service to the Headmaster and run his office professionally, efficiently and calmly.

### **2. Job description**

- On a day-to-day basis: deal with emails, calendar, telephone calls, organisation of meetings (remote and in-person); preparation of meeting papers, letters, daily files; undertake report compilation, hard and soft copy filing; ensure provision of timely briefing material; and operation of brought forward system.
- To facilitate the recruitment of academic staff including the preparation of the vacancy pack and advertisements for various online portals; liaison with appropriate Head of Departments and Line Managers, scheduling of interviews, preparation of paperwork, clear and welcoming communication with applicants and appropriate record keeping.
- Close liaison with the Head of Admissions (Registrar); the Development and Alumni Relations Office; the Head's PA of RGS Prep; the Head of HR; and the Governors' Secretary.
- Liaison with all stakeholders including governors, staff, parents and students as well as the public.
- Use of student database, as well as maintenance of the Headmaster's contacts database to ensure its accuracy. Appropriate training will be provided for both databases.
- The Chained Library is situated within the Headmaster's study. There is a requirement for the Head's PA to liaise with the Book Conservators, organise RGS participation in the annual Heritage Open Day as well as become sufficiently familiar with the Chained Library to show visitors the collection.
- To attend various school events, as appropriate, including Senior Prizegiving and the Cathedral Carol Service where both events will require you to greet the Headmaster's guests. Attendance at Open Day is also required.
- To be present in School for both A Level and GCSE results days which occur during the school summer break.



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### **3. Skills and Experience**

#### **Essential**

- You have PA experience gained in a busy professional environment.
- You are proactive, able to use your own initiative, have meticulous organisation skills, a keen eye for detail and the ability to manage your own workload knowing how to prioritise when working to tight deadlines.
- Confidentiality and discretion are a must for this role as are excellent written and verbal communication skills.
- You possess excellent IT skills, proficiency in MS Office applications, as well as a positive can-do and solution finding attitude to all aspects of the role.
- You have the confidence and ability to liaise with people of all ages and backgrounds and deal with all situations calmly and professionally.
- You are capable of independent working in a stand-alone role.

#### **Desirable**

- To have experience of working in a school.

### **4. Job requirement**

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.



## WORKING FOR THE RGS

<b>Hours of Work</b>	Full time, 40 hours per week(inc. breaks). 08.30 to 16.30 during term time, 08.30 to 15.30 during the school holidays.
<b>Remuneration</b>	Circa £42,000 dependent on experience
<b>Working arrangements</b>	Full time
<b>Annual Leave</b>	28 days leave plus bank holidays to be taken during school holidays.
<b>Private Healthcare Scheme</b>	Private medical cover is available for all staff. This is paid for by the School, but is a taxable benefit so there is an indirect cost to the individual
<b>Pension Schemes for all staff</b>	All support staff are automatically enrolled into the company pension scheme. The level of contribution by the individual is matched by the school up to 4%. If the individual contributes 5% the school will contribute 10%.
<b>Commuting loan</b>	Interest-free loans are available for rail season ticket holders.
<b>Charitable Payroll Giving Scheme</b>	The scheme enables employees to donate regularly from their gross pay to charities of their choice
<b>Dining</b>	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time.
<b>Free use of school gym</b>	The school gym is available for staff to use at specific times.
<b>Parking</b>	Free car parking for all staff provided in the heart of Guildford.

If you would like to know more about the RGS please visit our website [www.rgsg.co.uk](http://www.rgsg.co.uk).

If you have any questions, please contact either the Headmaster's current PA on 01483 880608 (email [mpab@rgsg.co.uk](mailto:mpab@rgsg.co.uk)) or the HR Department on 01483 887165 (email [recruitment@rgsg.co.uk](mailto:recruitment@rgsg.co.uk)). The HR department is open from 8.30am to 4.30pm, Monday to Friday.

The closing date for receipt of an application is 26 October 2021. Interviews will be held on 10 November 2021.



## **EQUAL OPPORTUNITIES**

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

## **SAFEGUARDING THE WELFARE OF CHILDREN**

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

## **RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION**

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

## **APPLICATION PROCEDURE**

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview as will proof of identity and domicile. Candidates unsuccessful at interview will receive written notification.

## **APPLICATIONS**

All applications should be submitted via the RGS website and consist of:

- a covering letter addressed to the Headmaster, Dr JM Cox; and
- a fully completed application form.

If applicable:

- a voluntary disclosure form.

Note : The necessary forms may be found on the School website along with the Safeguarding Policy. The School's website is [www.rgsg.co.uk](http://www.rgsg.co.uk)