



VACANCY INFORMATION

Personal Assistant to the Bursar and Governing Body





INTRODUCTION

Thank you for your interest in the post of PA to the Bursar and Governing Body at Royal Grammar School Guildford (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, year round, 80% part time role. The salary for this role is circa £22,843 per annum dependent upon skills and experience.

I look forward to receiving your application in due course.

HEADMASTER



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.



JOB DESCRIPTION

Personal Assistant to the Bursar and Governors

80% Full time equivalent
All year round
Circa £22,843 (actual salary)

Responsible to: The Bursar
Reporting to the COO, Headmaster and Chair of Governors

The Bursar, who is responsible for the operational running of the school, is supported by a Heads of Department team, which includes the Head of Human Resources, Head of Finance, Director of IT Services, Head of Estates and the Health and Safety Manager.

1. Job Purpose

- 1.1 To provide PA support to the Governing body and Bursary Team in all aspects of their roles, through a comprehensive range of efficient administrative and secretarial support.

2. Key Responsibilities

- 2.1 To draft and subsequently agree the agenda for the Bursar's and Chair of Governors consideration and then to compile papers for meetings and ensure that they are sent out in good time.
- 2.2 To take the minutes at Governing Body and most committee meetings and to distribute the minutes within 4 days of the meeting as far as possible.
- 2.3 To prepare an annual schedule of meeting dates for the Governing Body and its committees and to make the relevant people aware of these dates. To book rooms and catering for each meeting as required and ensure that the estates and IT teams are aware.
- 2.4 To ensure that the governance section of the School's website is updated as necessary in conjunction with the marketing and communications team.
- 2.5 In conjunction with the HR team to be responsible for the Induction, training and compliance paperwork for the Governing Body.
- 2.6 To ensure that all relevant bodies are notified of changes to the governing body.
- 2.7 To organise the Bursar's day and maintain their diary including the booking of any rooms, refreshments or equipment as needed and to be available to restore any meeting room to the appropriate standard for use by the next person.



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- 2.8 To arrange internal and external meetings, as required ensuring that all relevant attendees are invited and the correct papers or One Note is ready for the Bursar for that meeting.
 - 2.9 To manage the Bursary team office, answering the phone, opening the post/emails, to order stationary as required and to oversee a general standard of professional tidiness for the office.
 - 2.10 To maintain a logical and up to date filing system that is accessible to others should they need it.
 - 2.11 To provide administrative support to the Bursar and their team on current projects involving strategy, management, construction, financial and legal as well as contact with the relevant professional bodies.
 - 2.12 To undertake any basic research on behalf of the Bursar and to report back to them on the findings.
 - 2.13 To provide secretarial support including letter writing, report drafting, minute taking, diary management and general other secretarial duties.
 - 2.14 To proof read reports and documents, to a detailed and thorough standard.
 - 2.15 To assist the Chief Operating Officer and their team as required for any ad hoc administrative duties such as booking international flights and accommodation.
 - 2.16 To make any necessary travel and accommodation arrangements for the Bursar and Governing Body.
 - 2.17 To take the minutes of the Health & Safety policy group meetings.

3. Skills, Knowledge and Experience

Essential

- 3.1 To have substantial experience as a PA gained in a busy professional environment.
- 3.2 To be highly proactive, able to use your own initiative, have meticulous organisation skills and a keen eye for detail.
- 3.3 To have the ability to manage your own workload knowing how to prioritise when working to tight deadlines.
- 3.4 To be flexible in your approach to the role and the hours required for attendance at Governors' meetings.
- 3.5 To have the highest level of confidentiality and the ability to exercise absolute discretion when necessary.
- 3.6 To have excellent written and verbal communication skills and the ability to deal with internal and external stakeholders with the highest level of professionalism.



3.7 To 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.

3.8 To have the confidence and ability to liaise with people of all ages and backgrounds and deal with all situations calmly and professionally.

Desirable

3.9 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 arrangements

This is a part time role and it is important to note that the postholder will need to attend Governors' meetings which take place out of school hours. Time off in lieu will be given for these hours. In addition, flexibility will be required with regards to other part time members of the team such as the HR Administrator.

**WORKING FOR THE RGS**

Hours of Work	Part time, 32 hours per week (inc. breaks). Times to be agreed.
Remuneration	Circa £22,843 dependent on experience
Working arrangements	All year round with 22.5 days annual leave (to be taken in school holidays)
Private Healthcare Scheme	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
Pension Schemes for all staff	All support staff are automatically enrolled into the company pension scheme. The individual contributes 5% and the school will contribute 10%.
Commuting loan	Interest-free loans are available for rail season ticket holders.
Charitable Payroll Giving Scheme	The scheme enables employees to donate regularly from their gross pay to charities of their choice
Dining	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time.
Free use of school gym	The school gym is available for staff to use at specific times.
Parking	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.

If you have any questions, please contact the HR Department on 01483 887165 (email 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 22nd April 2022.



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.

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