



**PA to the Deputy Heads
Information for Applicants**

PA TO THE DEPUTY HEADS

Summer Fields is a boarding and day school for approximately 330 boys aged 4 to 13 years. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has always held a strong academic tradition and each year boys pass Common Entrance and regularly win major scholarships to the top Public Schools in the country.

We are seeking to appoint a Personal Assistant to the Deputy Heads who will provide excellent administrative and secretarial support to the Deputy Headmaster and the Deputy Head Pastoral. The PA will support the Deputy Heads both individually and collectively. The successful candidate will be proactive in the planning and delivery of major school events organised by the Deputy Heads and play a central role in communication to parents relating to the academic, pastoral and organisational management of the school.

Applicants must have efficient and effective secretarial and administrative skills and excellent interpersonal and communication skills. They must have a professional manner and the ability to deal confidently with a wide range of people including senior management, colleagues, parents and pupils. Strong IT skills are essential and familiarity with iSAMS, SOCS and Evolve would be an advantage.

The term-time working hours are 8:30 to 17:30 Monday to Friday, with eight Saturday mornings per year. The hours during holiday periods are 09:00 to 17:00.

This is a fantastic opportunity to work in a prestigious independent school in a beautiful location in Summertown. Benefits include a contributory pension scheme, life assurance, an employee assistance programme, lunch during term-time and free parking.

Application Procedure

Please apply by providing the following:-

- A **fully completed application form**, including contact details of at least two referees.
- A **cover letter** explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however a completed application form **with full details of your employment history** must still be provided.

We have not specified a deadline as we will consider each application as it arrives. If you would like further details please call the HR Manager on 01865 459238. Applications should be emailed to recruitment@summerfields.com.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

INTRODUCTION

Thank you for your interest in Summer Fields and, in particular, in the role of PA to the Deputy Heads. We are delighted that you are considering our school and I hope that you will wish to apply for this position once you have found out more about us.

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in north Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master and owner of an Oxford gymnasium, with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 4 to 13. There are currently 330 boys on the roll and the school is generally over-subscribed; indeed, numbers are set to rise over the next two years. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields celebrated its 150th birthday in 2014 and, as well as hosting many events to celebrate this anniversary, a major redevelopment of parts of the school was completed. In particular, a spectacular new £3m building, the Salata Pavilion, providing new sport changing and other facilities, was opened in January 2016. A further redevelopment has recently provided a state-of-the-art new school library, including an archive room, a periodicals room and associated teaching rooms in what is the oldest and largest teaching space in the school. The £2.5m project includes a major refurbishment of the school Chapel, as well as the DT and Learning Support departments.

The school is thriving at all levels and we have recently entered an exciting new phase in our history. In September 2018 we opened a brand new Summer Fields Pre-prep school, catering for boys from Reception to Year 3. The school is housed in a stand-alone building: Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building has undergone a complete re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for up to 80 boys aged 4 to 8.

ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is currently in Year 4, although a few boys join in Years 5 and 6 depending on places being available; these places continue to be available now that the new Pre-Prep has opened. Some 20 boys will join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

BOARDING

The boarding structure is horizontal, according to age, in six lodges (boarding houses), where the boys are usually looked after by a husband-and-wife team. Every boy has a personal tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-

to one. In addition, a boy can seek help from lodge parents, form takers, the Head Sister, and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually enhanced. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

WORKING AT SUMMER FIELDS

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well-qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are currently around 155 full-time and part-time staff with approximately 50 staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities.

THE POSITION

The PA provides administrative and secretarial support to the Deputy Heads to enable the smooth running of the academic, pastoral and organisational management of the school. Key duties include being proactive in the planning and delivery of major school events organised by the Deputy Heads and assisting with communication to parents relating to the academic, pastoral and organisational management of the school. Other duties include acting as the Trips Co-ordinator; using the school databases to enter, manipulate and extract data; participating in the school office procedures and working on projects with the Deputy Heads.

The successful candidate will have efficient and effective secretarial and administrative skills and excellent interpersonal and communication skills. They must have a professional manner and the ability to work effectively with senior managers, colleagues, parents and pupils. Strong IT skills are essential and familiarity with iSAMS, SOCS and Evolve would be an advantage.

This is a full-time position and the term-time working hours are from 08:30 - 17:30, Monday to Friday, plus eight Saturday mornings per year. The hours during school holiday periods are 09:00 - 17:00. Lunch is provided in the dining room during term-time. Holidays are to be taken in school holiday periods. Other benefits include automatic enrolment in the school's contributory Group Personal Pension Scheme. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary and access to an Employee Assistance Programme.

APPLICATION PROCEDURE

In order to ensure the safety and security of all pupils at the school, applicants must be willing to undergo child protection screening. We are required to carry out a number of pre-employment checks including:-

- obtaining references from past employers;
- checking a full history of employment and verifying reasons for any gaps in employment;
- an enhanced Disclosure and Barring Service criminal records check.
- an overseas criminal record check is required for applicants who have lived abroad for three months or more in the last ten years.

Please apply by providing a **fully completed** application form and a letter of application. To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Applications should be emailed to recruitment@summerfields.com. If you require further information please call 01865 459238.

JOB DESCRIPTION

Job Title: Personal Assistant to the Deputy Heads

Reporting to: The Deputy Headmaster and the Deputy Head, Pastoral

Position details

The PA provides administrative and secretarial support to the Deputy Heads. This will include administrative support to enable the smooth running of the academic, pastoral and organisational management of the school. The PA will support the Deputy Heads both individually and collectively.

Purpose of the role

- To be proactive in the planning and delivery of major school events organised by the Deputy Heads (such as open days, parent receptions, conferences, whole-school events, etc.).
- To assist the Deputy Heads in communication with parents relating to the academic, pastoral and organisational management of the school (e.g. dealing with requests for absence; the booking of Weekend Leave; signing in and out of school; the publication of Orders, exam results and end of term reports; communication with parents on behalf of the Deputy Heads in matters relating to discipline and pastoral care etc.).
- To attend weekly meetings with the Deputy Heads.

Areas of responsibility

- In executing the role, the PA will use the following pieces of software effectively;
 - iSAMS: entering, manipulating and extracting data relating to the parent portal, the calendar, absences, detentions, rewards and sanctions, timetable, Orders and reports.
 - SOCS: entering fixtures and details of clubs and activities, organising parental sign-up to clubs and activities and liaising with staff and parents about them.
 - Evolve: to use the system to ensure that documentation and appropriate planning for school trips is completed and signed off efficiently; to liaise with staff and SLT to ensure the process runs smoothly.
 - AS Tracking: to provide administrative support in the pastoral tracking of pupils; action planning and managing data.
- The PA will act as the Trips Co-ordinator (in liaison with the Deputy Heads), specifically;
 - Supporting co-ordination of the whole-school calendar in planning trips and acting as the liaison between those staff organising the event and the Deputy Heads.
 - Booking transport in consultation with staff leading the trip.
 - Liaising with staff leading the trip regarding the completion of risk assessments.
- The PA will ensure signage (in due course, virtual signage) throughout the school is up to date and useful to boys and staff in the day-to-day operation of the school (and parents where necessary). This does not include general notices for which maintenance will continue to be responsible.

- The PA will participate in the front office rota providing administrative cover as required at weekends.
- The PA will participate in the office procedures and rota in relation to the answering of telephones and greeting visitors, specifically providing cover as and when the School Receptionist is absent from the office during term time (and as part of a rota during the school holidays).
- The PA will work on projects as agreed with the Deputy Heads (for example, the uploading of the timetable into iSAMS; the setting up of reporting cycles; the establishment of methods of signing up for paid extras) during the school holidays.

This should all be done with regard to Summer Fields school policies and with the advice of the Deputy Heads and Headmaster.

General

- Undertake any other responsibilities as reasonably requested by the Deputy Heads.
- Support the school in its aims, ethos and objectives.
- To comply with all health and safety procedures as required by the school.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.

This job description gives an indication of what will be required of the role and may be subject to change.

PERSON SPECIFICATION

Essential Competencies

- Ability to present a calm, courteous and professional image at all times, whether on the telephone or in person.
- Excellent administrative, organisational and problem-solving skills.
- Ability to work under pressure, prioritise own workload and take initiative.
- Self-disciplined with excellent time management skills and ability to multi-task.
- Good level of literacy (including spelling and grammar) and numeracy.
- Excellent interpersonal and communication skills.
- Ability to deal confidently with a wide range of people including senior management, colleagues, parents and pupils.
- High level of accuracy, efficiency and attention to detail.
- Ability to be flexible and adaptable.
- Strong IT skills using MS Office (Excel, Word and Outlook) and management information systems.

Personal Attributes

- Professional manner and appearance.
- Articulate and presentable.
- Discreet and confidential when dealing with sensitive issues.
- Ability to use tact and diplomacy when required.

Experience and Knowledge

- Experience of providing PA or secretarial support to staff at a senior level.
- Previous experience of working in a school/educational environment would be an advantage.
- Familiarity with iSAMS, SOCS and Evolve would be an advantage.

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Application

- Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. However, they may be sent in addition to the application form.
- You are required to provide your complete employment history from leaving education to the present, ensuring that there are no gaps. Any gaps in your employment record will be verified during interview and employment dates will be verified with your referees.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any unprotected spent convictions, cautions, reprimands and final warnings, must be declared.
- All successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction.
- The school will carry out a Barred List check to ensure that applicants are not unsuitable for working with children. The school is also required to check that anyone appointed to carry out teaching work is not subject to a Prohibition Order issued by the Secretary of State.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. We do not accept open references, references from relatives or from someone known to you solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- The provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education.

- We collect information that is specifically provided by you as part of an application process. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in our Staff Privacy Notice.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following criteria:

- receipt of at least two satisfactory references (if these have not already been received), which have been personally verified;
- verification of original identity documents and right to work in the UK;
- verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body;
- a satisfactory DBS Enhanced Disclosure and a check of the Children's Barred List;
- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order or any EEA restrictions and sanctions;
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance;
- verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach;
- where the role involves providing care for pupils under eight, confirmation is required that the successful applicant is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)";
- where the successful applicant will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

Warning

Where a candidate is:

- found to be on DfE's Barred List or Prohibition Order, or the DBS disclosure shows s/he has been disqualified from working with children by a court, or,
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the police and/or the local Safeguarding Children Board.