

ARNOLD HOUSE SCHOOL



HEADMASTER'S PERSONAL ASSISTANT APPLICATION PACK



The Role:	Headmaster's Personal Assistant
Start Date:	March 2021
Contract:	One year
Terms:	Competitive salary, generous holidays, lunch, pension

Welcome to Arnold House

Dear Applicant

Thank you for your interest in the role of Headmaster's Personal Assistant at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys to the age of 13, and a member of IAPS (the Independent Association of Preparatory Schools).

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good

citizenship through the virtues of courtesy and industry.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically, sights are set high with the object being for each boy to develop his talents and succeed in securing a place at a senior independent school that is right for him. A healthy balance is achieved and maintained between matters academic, artistic, pastoral, spiritual and sporting and care is taken to allow the boys to mature at their own pace.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body. This dedicated board includes parents (past and current), alumni and London Senior and Prep School Heads, bringing

a wealth of knowledge and experience in education, finance, medicine, law, property and HR.

Arnold House is now entering an exciting new chapter in its history, as from September 2021 we will expand our educational provision by opening Reception (4+) and Pre-Reception classes (3+), thus becoming a school for boys aged 3 through to 13. The Early Years classes will be based in our new premises, the Huxley Building, just a few minutes' walk from the main School site on Loudoun Road.

Arnold House underwent a Regulatory Compliance Inspection by ISI in March 2018 and was found to be compliant in all areas. The latest full inspection took place in March 2015. The reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

Summary of the Role

We are looking for an experienced and enthusiastic assistant to support the Headmaster.

You will have strong organisational and administrative skills, excellent written and spoken English, a high level of tact and discretion and an excellent telephone manner. You will be flexible and adaptable to change and used to working in a fast-paced environment. Ideally you will have previous experience of working in a school.

You will report to the Headmaster and work closely with other members of the Leadership and Management Team, in particular the Bursar, the Registrar, the Deputy Headmasters and the Head of External Relations.

Salary and benefits

Salary is competitive but dependent on skills and previous experience.

The School closes for periods in the longer Easter, Christmas and Summer holidays and the three week-long half terms. Holidays taken at these time, by arrangement, will amount to no less than nine weeks in an academic year.

There are usual office hours during term time. In addition attendance is expected at some evening functions, such as Prizegiving, parents' evenings, and sports or arts performances.

Other benefits include lunch

during term time, cycle to work scheme, pension contributions.

The contract is for one year, but could be extended.



Job Description

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Headmaster's PA is responsible to the Headmaster and appraised by the Bursar who takes overall responsibility for the effectiveness of the Administration Team.

The post will involve assisting the Headmaster by:

- Managing appointments, telephone calls and emails for the Headmaster, liaising with the Bursar, Registrar, Admin Team and Staff as appropriate.
- Maintaining the Headmaster's electronic calendar.
- Working as part of the Office Admin Team and to enable the smooth operation of the Office Admin function as required.
- Using Isams database sections appropriate to the Headmaster's needs.
- Organising the Headmaster's travel arrangements, eg to IAPS conferences, visits to senior schools, seminars, etc.
- Communicating with parents and schools in relation to senior school transfer in close liaison with Senior Tutors.
- Creating and maintaining records for the Headmaster/ Senior Tutors with regard to senior school transfer, eg assessment dates and procedures, references.
- Managing liaison with external visitors and other schools for the Headmaster.
- Maintaining general filing systems for the boys' personal files, including annual archiving and records management.

- Providing assistance to the Bursar when required.
- Liaising with members of the Governing Body on behalf of the Headmaster when required.
- Providing assistance to the Management Team when required.
- Serving as a member of the Safeguarding and Compliance Committee and providing assistance to that Committee when required.
- Assisting in the arrangements of major school functions, eg 20/Twenty cricket match, Junior and Senior Prizegivings, School Open Evenings, Governor and Staff functions.
- Organising Headmaster's Forums for parents throughout the year.
- Being aware of legislative requirements, inspections regimes, Safer Recruitment and Safeguarding as required.
- Being aware of data protection law and the implications for the role of Headmaster's PA.
- Maintaining a complaints file on behalf of the Headmaster.
- Undertaking any other reasonable duties as required by the Headmaster.

All staff at Arnold House are required as part of their salaried employment to:

- Promote the best interests of the School through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other educational professionals.
- Work cooperatively with other colleagues and members of the Leadership and Management Team.
- Act professionally in all situations.
- Attend and contribute to staff meetings.
- Arrive at School at a time to ensure they are prepared to organise or assist as needed.
- Attend school functions and concerts.
- Help review policies and to participate in working parties.
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities.
- Be conversant with the School's Safeguarding and Health and Safety Policies.



Person Specification

Qualifications and Experience	Essential	Desirable
Good degree	✓	
Experience of working in the education sector		✓
HR and/or legal experience		✓
Skills and Attributes	Essential	Desirable
Well-presented, conscientious and reliable	✓	
Excellent organisational skills and an eye for detail, able to work at a high level of accuracy	✓	
Excellent interpersonal and communication skills both orally and in writing	✓	
Emotional resilience and professional approach	✓	
Able to remain calm under pressure and prioritise workload, be adaptable and able to respond to unforeseen circumstances	✓	
Strong IT skills in Microsoft Office (eg Word, Excel, Outlook) and databases	✓	
Excellent telephone manner	✓	
Discreet and comfortable maintaining confidentiality	✓	
Knowledge and experience of the law as it applies to data protection		✓
Ability to form and maintain appropriate relationships and personal boundaries with colleagues, pupils and parents	✓	

How to Apply

Closing Date: Midday Tuesday 26th January 2021

Start date: March 2021

Please read our Recruitment, Selection and Disclosure Policy & Procedure, complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you are suitable for the role and a good fit for Arnold House.

In the case of any queries, please contact Frances Peel Yates, HR Administrator on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Arnold House School 1 Loudoun Road St.John's Wood, London NW8 0LH

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