

Executive PA to the SLT



**Queen Margaret's
School for Girls**

Escrick Park, York

Welcome to Queen Margaret's

On arriving in Queen Margaret's School you are immediately struck by the warm, welcoming atmosphere, the strong community spirit, and the kindness and openness of girls and colleagues, not to mention our beautiful environment at Escrick Park.

In our all-girls, perfectly sized, nurturing environment, every girl flourishes and self-belief thrives. We are committed to our boarding ethos for all - whether full, weekly or flexi boarders, or day girls, girls enjoy the value-added of our full boarding days. In our small class environment, every girl can be supported and challenged to achieve her best through a highly personalised approach.

Life at QM is busy - girls work hard and play hard and the rich opportunities open to them are down to the dedication and care of our incredibly committed staff team. Teachers at QM are much more than teachers - they nurture, inspire, challenge, guide and teach - in the classroom, in tutoring, in enrichment activities, in the boarding houses.

There is a strong culture of participation with many girls competing on the sports field, playing or singing in a musical ensemble, acting on stage, and of course focusing on their academic studies! We should never underestimate what students are capable of achieving and with the perfect balance of support and challenge through school, QM girls leave school with the self-belief, independence and open mindset to look forward to bright futures.

If you are excited by the opportunity to become part of our QM community and throw yourself into the busy life of this very special school, we would love to hear from you.

Nicola Dudley
Head

Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 150 staff and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

Job Description

This is a unique opportunity for the successful applicant to take on a key role in supporting the Senior Leadership Team and overall administration role within the school. The position has come about through a restructuring of administrative positions in the school.

Working as PA to the Head and Senior Deputy Head, you will be responsible for managing their diaries and carrying out general secretarial and administrative duties to support them in their work. We are seeking a unique, first class professional to fulfil this demanding and fast-moving role, who must be sympathetic to the aims of the School and the QM family ethos.

Applicants must have exceptional organisational and literacy skills and the ability to multitask. They must be friendly, personable and warm in their approach and response. The post holder will need to be accommodating of the needs of others and have the ability to work well as part of a team and autonomously.

Given the nature of the role, candidates must be adaptable to rapidly changing circumstances and have the ability to prioritise and re-prioritise throughout the day and work with frequent disruptions. Attention to detail is vital in this highly varied role.

Principal Responsibilities

- Coordinate the calendars of both the Head and Senior Deputy Head, with particular regard to ensuring the Head is available for all visitors to the School, special events and meetings.
- Ensure that all persons wishing to contact the Head receive a professional response and are dealt with by the appropriate person.
- Manage central School and Head email accounts.
- Liaise with staff, parents, OMs and external partners as requested by the Head.
- Oversee the school phone system, managing the menu options to ensure efficient and responsive channels for all incoming calls.
- Manage the SLT office phone during office hours, together with other team members, ensuring calls for the Head are appropriately managed.
- Support the arrival of visitors to Reception as needed.
- Respond to certain routine requests on behalf of the Head.
- Liaise with members of the School's Senior Leadership Team to enable the Head effectively to plan and delegate as necessary.
- Enable the creation and publication of agendas and the recording and dissemination of minutes for key school meetings, including meetings of the Senior Leadership Team, Welfare, Staff Briefings, Heads of Faculty, Safeguarding and other meetings as required.
- Oversee the timely transmission of communications from the Head to girls, staff and parents.
- Oversee the school's policy schedule to ensure the relevant members of staff update policies as required, and at least annually, and ensure finalised policies are shared and uploaded.
- Oversee the management of mail and packages in the school, with the support of other team members.
- Support the Deputy Head Pastoral (DSL) in the transfer of safeguarding records for students moving schools.
- Organise the whole school photograph.
- Support the Senior Deputy Head with the organisation of Parent Conferences.

- Support the Senior Deputy Head with all calendar arrangements and keep the central Google staff calendar up to date.
- Show absolute confidentiality and discretion at all times, handling routine events and emergencies with confidence, calmness and professionalism.
- Perform other reasonable duties as required by the Head.

Person Specification

This is an exciting opportunity for a gifted and motivated individual. The ideal candidate will:

- Be in tune with the School's aims and QM family ethos
- Support the benefits of an all-girls, all-round education in a boarding environment
- Be a proven professional in communications, customer care and people leadership
- Be experienced in an educational or similar corporate environment
- Be confident to approach individuals and gather and retain large amounts of information in a friendly manner
- Be a highly credible ambassador for the School
- Work effectively at all levels, bringing about change with vigour, good humour and tact
- Take an active interest in QM life and the girls' experiences.

| | Essential | Desirable | Assessment Method |
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| Experience | <p>Experience in a PA/EA role at a senior level</p> <p>Experience of working in a varied and busy role</p> | <p>Familiarity with independent senior school sector</p> <p>Work in an educational environment</p> | <p>Application Form</p> <p>References</p> <p>Interview</p> |
| Qualifications | <p>Grades A*-C in GCSE English and Mathematics</p> | <p>Other relevant qualifications such as:</p> <p>NVQ in Business Administration</p> <p>Audio transcription</p> | <p>Application Form</p> <p>Certificates</p> <p>References</p> |

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| IT Skills | Excellent Word, Excel and MS Outlook skills | <p>Experience of working with GoogleDocs, GoogleSheets and GoogleMail</p> <p>Previous experience of working with a school information management system such as iSAMS</p> | Application Form References |
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| Skills and Abilities | <p>Outstanding communicator with excellent interpersonal and communication skills</p> <p>Meticulous with details</p> <p>The ability to work independently and with a high level of initiative</p> <p>Ability to prioritise tasks and work to deadlines</p> <p>Excellent organisational and time management</p> | | Application Form References |
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| Personal Qualities | Discretion and adherence to confidentiality Able to show empathy and sensitivity Resilience Proactive approach Motivation to work with people Ability to listen and learn Excellent relationship building skills A good sense of humour The ability to remain calm at all times | | Application Form References |
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Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

- The appointee will receive a salary of £30,000 - £32,000, depending on experience, paid in monthly instalments in arrears from the agreed date of appointment and inclusive of holiday pay; no overtime is paid.
- The appointee will be expected to participate in an annual appraisal.
- Accommodation is not provided.
- This is a full-time role. Normal working hours are 08:15-17:15 (Monday – Friday) year-round and 08:45-2:30 (Saturday: up to 22 Saturdays per year, as agreed with the Head in QM term time). However, some degree of flexibility can be arranged for the right candidate.
- Special School events may require the appointee to be flexible with these arrangements and, in particular, the successful candidate must be available for our Annual Speech Day at the end of every summer term.
- The appointee shall be able to take 33 days holiday (including Bank Holidays) in any one academic year. These should be agreed in advance with the Head and must be taken during QM school holiday periods. They cannot be carried forward to subsequent years except in exceptional circumstances and only then with the Head's approval.

- The appointee may, from time to time, be required to do other reasonable duties as required by the Head.
- The appointee is required to give the School three months' notice of his/her intention to leave this post.
- All employees of QM are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, this must be reported to the School's Designated Safeguarding Lead and Head.

Benefits

- You will be working in the most beautiful surroundings - only a stone's throw away from the City of York.
- The appointee will be eligible to join QM's staff pension scheme.
- Meals will be provided during full term during the hours of work.
- Free on site parking.

How To Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: recruitment@queenmargarets.com.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.