

# St Helen's School

## PA TO DEPUTY HEAD CO-CURRICULAR & PARTNERSHIPS

St Helen's would like to appoint a PA to our Deputy Head Co-Curricular & Partnerships for this leading independent girls' day School.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



# St Helen's School

## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

This PA role supports the Deputy Head Co-Curricular and Partnerships who is a pivotal member of the Senior Leadership Team and who has specific responsibility for: all aspects of the co-curricular programmes within the school; engagement with the wider community through partnerships, outreach, and charitable activities; communications with pupils, parents and other stakeholders; and oversight over the operational management of the whole school.

**Reporting to:** Deputy Head Co-Curricular and Partnerships

### Main Objective:

To provide comprehensive and pro-active administrative secretarial and administrative support to the Deputy Head Co-Curricular and Partnerships.

The responsibilities linked to this post are wide ranging and the list of main duties below is by no means exhaustive and it will be necessary to perform other such duties commensurate with the post as may from time to time arise or be determined. Much of the work of the office is by its very nature sensitive and confidential and it is essential that the postholder can be always depended upon for discretion.

### Tasks and responsibilities:

- Computerised diary management
- Arrange/attend a variety of meetings and take/distribute accurate minutes
- Correspondence management including drafting letters
- Prepare all paperwork and files relating to the daily schedule
- Provide administrative support for the School's Bursary programme.
- Event planning/co-ordinating
- Communicate effectively, verbally, by email, telephone, or letter on behalf of the Deputy Head Co-Curricular and Partnerships, staff, pupils, parents, and the wider community always promoting the reputation of the school
- Photocopy/file as required
- Any other reasonable duties the Deputy Head Co-Curricular and Partnerships may require
- Ensure that the Deputy Head Co-Curricular and Partnerships can meet all the competing demands on his/her time and energies
- Any other appropriate task which the senior leadership team may from time-to-time request to support the provision of an effective and efficient service to the school.



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## Partnerships:

- Complete administration and coordination activities in relation to a developing Outreach and Partnership programme
- Liaison with staff at a range of maintained primary and secondary schools on matters including dates, scheduling, logistics, staffing, resources, requirements, travel, refreshments, health and safety
- Liaison with internal staff around dates, scheduling, logistics timetables, cover, requirements, venues, travel, feasibility, health and safety, resources.
- Liaison with and coordination of St Helen's pupils and their involvement in Outreach and Partnership projects.
- Liaison and communication with Assistant Head 6th Form and Deputy Head of 6th Form on pupil involvement in Outreach and Partnership initiatives.
- Record keeping and spreadsheets relating to Outreach and Partnership initiatives.

## General Duties:

- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy.
- Implement responsibilities as set out in the School's Health & Safety Policy.
- The postholder may be required to work occasional evenings and Saturdays to support School and co-curricular events.
- Support and promote the school's ethos, aims and objectives.

## HOURS

Monday to Friday, 08.00am – 16.30pm which includes one hour's unpaid lunchbreak per day. Term time only (which includes INSET days) plus 10 days during the school holiday periods.

## SALARY

Circa £32,000 per annum (Full time equivalent)

## THE PERSON

### QUALIFICATIONS, EXPERIENCE AND SKILLS

Requirement	Essential	Desirable
<b>Education and professional qualifications</b>	GCSE English and Maths	Educated to 'A' level standard  Evidence of ongoing relevant professional development
<b>Experience</b>	Previous secretarial/ administration role  Managing multiple tasks/ projects/priorities simultaneously  Working within a complex multi-professional environment  Working with key stakeholders at all levels of seniority  Experience of using Microsoft Office including Excel	
<b>Skills</b>	Excellent level of oral and written communication skills	



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	Accurate and thorough Numerically literate Ability to plan and prioritise workload to meet deadlines	
<b>Personal attributes</b>	Self-motivated, flexible, and adaptable Calm under pressure Articulate and confident communicator Customer focused Diplomatic approach and ability to exercise good judgement.	

## BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children (subject to spaces and entrance exams. Pro rata if part time.)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

## APPLICATION DEADLINE

To apply please complete our online application form available on our school website: [Work for Us - St Helen's School \(sthelens.london\)](http://sthelens.london)

**Closing date: 8.00am on Wednesday 10th August 2022**

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed and assessed by the Deputy Head Co-curricular and Partnerships and other members of the Senior Leadership Team. They will also be given a tour of the school.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

