



Lancing College

Senior School & Sixth Form



**Personal Assistant to Exec Director, External
Relations, Foundation Director
LANCING COLLEGE**

INFORMATION FOR CANDIDATES



Personal Assistant

RESPONSIBLE TO: Executive Director,
External Relations & Foundation Director

DEPARTMENT: MARKETING, ADMISSIONS
AND DEVELOPMENT

THE ROLE

To support Marketing, Admissions and Foundation department. This department is very much at the heart of Lancing activities; we are energetic and forward-thinking team of talented individuals focused on contributing to the success of Lancing College. Across the team there is extensive engagement with both internal and external stakeholders.

KEY SKILLS AND QUALITIES REQUIRED

- Providing the full range of secretarial and administrative duties for the External Director External Relations and the Foundation Director.
- Assisting in the preparation and organising of events across the Head Master's Office including overseas travel.
- Assisting with the management of the Careers Programme across the school
- Minutes of various meetings and papers including but not exclusive to Foundation Council, monthly events meetings and assisting with the co-ordination of

Marketing, Admissions and Foundation events.

- Support with producing reports from data and information that has been collected.
- Oversee the budgets on behalf of the department, ensuring that costs are projected across the academic year.
- Be the point of contact for collating all 'impact data' from across the College.
- Assisting with communications to parents/wider Lancing community and external stakeholders.
- Any other reasonable requests from time to time commensurate with the role and salary for this post

PERSON SPECIFICATION

- Significant demonstrable experience of working at a similar level.
- Excellent working knowledge of Microsoft Packages, in particular Excel
- Strong organisational, administration, telephone, time-management and interpersonal communication skills and ability to deal with people at all levels.
- Able to work unsupervised and be self-motivated.
- Able to work as part of a team.
- Great attention to detail and excellent written skills



- Data analysis and an interest in marketing and communications is an advantage.
- Must be able to deal efficiently, tactfully and politely with staff, parents, visitors even in adverse situations, i.e. a very high level of customer service skills is vital.
- Must be proactive, positive, cheerful, kind, friendly, empathetic, honest, reliable and energetic.
- Must be able to work calmly under pressure and prioritise tasks through careful time management.
- Maintaining confidentiality is critical.

MEASURES OF SUCCESS

SUCCESS IN THE ROLE WILL BE MEASURED BY:

- Timely and accurate management of the budgets for Marketing and Admissions and the Foundation Team
- Timely and accurate communications to relevant stakeholders as required
- Development of impact report framework
- Levels and quality of engagement with external stakeholders
- Relationships across the internal Lancing community

APPLICATION PROCEDURE

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.org.uk Please send any emails to recruitment@lancing.org.uk

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

The closing date for applications is **Wednesday 3rd April** applications may be reviewed on receipt.

WHAT WE CAN OFFER YOU

In return for your commitment and hard work, we offer you a complimentary lunch for those working either side of lunch, free tickets to College musicals, dance and drama performances, access to books, magazines and DVDs from the College library, access to our Employee Assistance Programme, staff events, Christmas parties and end of term celebrations, use of gym and swimming pool facilities, free parking at our onsite car parks and access to cycle to work scheme.

- Discounted childcare at Little Lancing Nursery and Forest School



- Comprehensive wellbeing support from Lancing's Employee Assistance Programme which provides employees with a 24/7 support helpline and wellbeing tips including professional advice.

TERMS AND CONDITIONS

The salary is £30,000 - £34,000 per annum depending on experience.

Hours of work will be 40 hours per week, 08.30 – 17.30 Monday to Friday with one hour unpaid lunch. Some flexibility is required. Working at weekends and evenings might be required, for which time off in lieu will be given.

The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.

The employment will be subject to a six month probationary period. The probationary period may be extended at the School's discretion. The employment may be terminated by either party on one week's notice given in writing at any time during or at the end of this probationary period.

FURTHER INFORMATION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2023. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.



The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally.

About Lancing College

The College, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to work.

The College is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The College was awarded a Significant Strength (the highest accolade under the new Independent Schools' inspection framework) for Pastoral Care in the October 2023 ISI inspection. The full report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School &](#)

[Sixth Form | Woodard | West Sussex | South of London](#)

The school roll currently stands at its largest for many years with 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has 277 day pupils on roll at Lancing Prep at Hove and 214 day pupils on roll at Lancing Prep at Worthing. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014.



Further Information

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The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.

HOW TO FIND US



Lancing College is clearly signposted from the traffic lights north of Shoreham Airport on the A27. Taxis are available from Shoreham-by-Sea Station.

For further enquiries about this position or the application process, please contact:

Human Resources

E hr@lancing.org.uk T 01273 452 213

LANCINGCOLLEGE.CO.UK