

## PA to the Headmistress



Pipers Corner is a GSA Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the School is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI Inspection (February 2019) the school was graded as “excellent” in all categories.

Founded in 1930, the school was established on its current site in 1945. The school now comprises 600 pupils and employs more than 170 staff. In recent years Pipers Corner has experienced a significant demand for places and we remain over-subscribed. We believe that investing in talented and inspirational teaching staff is at the heart of our success and our recent academic results bear testament to this.

Above all Pipers Corner is a school of individuals – there is no typical “Pipers” girl. We support the girls to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young women. Academically successful, our girls progress to further study at Oxbridge and other top universities or specialist dance, drama and music colleges.

For more information please visit [www.piperscornerschool.co.uk](http://www.piperscornerschool.co.uk)

Follow us on Twitter: [@PipersCornerSch](https://twitter.com/PipersCornerSch)

Like us on Facebook: [www.facebook.com/PipersCornerSchool](https://www.facebook.com/PipersCornerSchool)

## **Personal Assistant to the Headmistress**

**Full time (42.5 Hours per Week)**

**52 Weeks**

**Salary – competitive, dependent on experience**

**Annual leave: Six weeks to be taken during the school holidays**

This is a pivotal and exciting role. The successful candidate will have strong secretarial skills along with the ability to remain calm and professional. You will need to be accustomed to working under pressure and to provide a high standard of confidential administrative support for the Headmistress.

The application form and full job description are attached to this advert.

Completed application forms and a covering letter should be sent to the Headmistress via the HR email address - [hr@piperscorner.co.uk](mailto:hr@piperscorner.co.uk).

**Closing date: 14 January 2022**

**Interview date: 20 January 2022**

Pipers Corner 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 successful applicant will be subject to an Enhanced DBS check.

At Pipers Corner we are committed to providing a well-structured staff development programme to enhance personal and team development. We are an equal opportunities employer.

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Registered Charity No. 310635

## **The role**

This is a pivotal and exciting role. The successful candidate will have strong secretarial skills along with the ability to remain calm and professional. You will need to be accustomed to working under pressure and to provide a high standard of confidential administrative support for the Headmistress.

## **Principal Responsibilities:**

- to support the Headmistress in the day to day running of the school and follow up on queries
- to deal with a wide variety of emails, telephone calls and enquires from parents, staff, pupil, visitors, other schools and outside agencies
- to anticipate events and activities which need to be brought to the Headmistress's attention
- to proactively explore opportunities for the Head's CPD and networking
- to ensure that confidentiality is maintained as appropriate on pupil and staff matters
- to open Headmistress's post and, when required, draft responses to letters
- to ensure that the Headmistress's diary is kept up to date and to liaise with all parties involved in meetings or visits to the school
- to manage the Headmistress's correspondence including letters and emails
- to process reports on behalf of the Headmistress such as the Head's Termly Report to Governors
- to prepare Christmas card lists on behalf of the Headmistress
- to ensure the Headmistress's notice board in the Staff Room is kept up to date
- to manage the agenda and take minutes for the Senior Leadership Team meetings
- to liaise with Admissions in relation to prospective parent meetings
- to draft the Pipers term dates and share with the Senior Leadership Team for approval
- to process and acknowledge notifications of formal notice from parents, including the management of tracking documents and liaise with relevant staff
- to notify Buckinghamshire County Council of any changes to the pupil roll
- to process confidential references for pupils
- to manage parent requests for pupil leave of absence
- to liaise with the Head of Pre-Prep to oversee the recruitment of pupils to Creche roles each summer
- to manage the complaints' register and supporting data and to organise termly complaints review meetings
- to support the Academic Administration Manager and the Safeguarding and Pastoral Administration Manager when reviewing and updating school policies
- to process applications for all events and trips throughout the school and liaise with relevant members of staff
- to assist with the organisation of school events such as Speech Day, Staff Farewells, Open Day and the Carol Service
- to organise termly certificate assemblies
- to draft INSET agendas for approval by the Senior Leadership Team and to liaise with the Academic Administration Manager and the Safeguarding and Pastoral Administration Manager to organise INSET
- to organise and manage Parent Forums
- to arrange dates for uniform suppliers to visit school during Spring and Summer Terms and the photographers to visit in the Autumn and Summer terms
- to liaise with the Head of Sixth Form to prepare destinations list of all Upper Sixth leavers and to arrange for the Honours Board to be updated every two years
- to work with the Senior Leadership Team and the Academic Administration Manager and the Safeguarding and Pastoral Administration Manager in the preparation for inspection
- to keep the Pipers Corner data up to date on the ISI website
- to maintain the Headmistress's filing system

- to authorise stationery orders and other such invoices as relevant
- to provide administrative support to the Senior Leadership Team as required
- to support the Academic Administration Manager and the Safeguarding and Pastoral Administration Manager as required
- to meet regularly with relevant members of the support team
- to liaise with the School Chaplain
- to attend Open Morning and Speech Day
- knowledge and experience of the whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headmistress and the school
- to carry out other reasonable duties which the Headmistress or Senior Leadership Team may request
- to complete any training as required for role/responsibilities

Staff are responsible for their own professional development and together with their line manager are encouraged to identify courses which might address any areas for future growth.

### **The Successful Applicant**

The following qualities are essential:

- a highly professional, methodical and expeditious approach to handling data
- a calm and personable manner
- good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- discretion and proven tact and diplomacy in dealing with adults and children
- ability to work as a member of a collaborative team
- capacity to remain calm and to cope with the unexpected
- ability to prioritise work efficiently and effectively
- energy and enthusiasm
- excellent ICT skills

### **Remuneration**

Salary: competitive, dependent on experience. 0800 – 1730 hours, Monday to Friday, 52 weeks per year. Six weeks' annual leave (to be taken during the School's holidays).

All new staff appointments are subject to verification of medical fitness, receipt of two satisfactory references and clearance from the Disclosure and Barring Service at Enhanced level.

### **Application Procedure**

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