

#BEMOULSFORD

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 **MOULSFORD**

be our new...
PERSONAL ASSISTANT TO THE HEAD

TO START MAY 2024



WELCOME

Thank you for considering the role of Personal Assistant to the Head at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 370 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development, with a new state-of-the-art Pre-Prep building, which opened in September 2022 and became co-educational from September 2023 from Pre-School to Year 2. We remain all-boys from Years 3 to 8.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

Ben Beardmore-Gray.

Ben Beardmore-Gray

Headmaster





THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

In September 2023, Moulsford Pre-Prep (age 3 – 7) became co-educational, giving girls of pre-prep age the opportunity to benefit from a Moulsford experience. The Prep School (age 7 – 13) continues to deliver an outstanding all-boys education.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey and cricket.

There are currently 370 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 boys; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the boys go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, Chair of District 10 of the Independent Association of Prep Schools (IAPS), and is a mentor and coach to other Heads.



THE ROLE

PERSONAL ASSISTANT TO THE HEAD

LINE MANAGER: Headteacher

HOURS OF WORK: Monday – Friday 8am – 4pm, term time plus 6 weeks

SALARY: Dependent on experience & qualifications, commensurate with industry standards

The Personal Assistant to the Head is a vital and important role within the School providing professional, outstanding and consistent support to the Head whilst ensuring complete confidentiality.

The Head's PA must demonstrate exemplary communication skills with parents, pupils, colleagues, senior schools and any visitors to the School. You must have first class organisational skills coupled with excellent customer service skills and meticulous attention to details.

The main responsibilities are to arrange appointments and manage the Heads diary, welcome all of the Head's visitors, take and prepare meeting minutes, manage pupils' paper and electronic files ensuring appropriate records are kept up to date and stored securely, prepare pupil reports, and liaise with senior schools.

In addition, the Head's PA will support the School Office by answering telephone calls, assisting parents and pupils with queries, handling and distributing all incoming and outgoing post, school trip administration and the production of various school lists and programmes.

This is a busy role and you will work independently on some aspects of the role as well as part of the office team. Training will be provided on our computer systems but up to date IT skills will be essential.



MAIN RESPONSIBILITIES



PERSONAL ASSISTANT:

- To provide outstanding and consistent support to the Head
- Ensure complete confidentiality, as necessary
- Diary Management for the Head
- Meet & greet all of the Head's visitors and arrange tea/coffee/lunches as needed
- Arranging Staff Appraisals in liaison with the Deputy Head (Academic)
- Arrange Parent meetings with the Head
- Take and prepare Senior Management Team Minutes
- Confidential typing, such as Governors' Minutes
- Prepare and send Pupil Reports for Senior Schools and school transfers
- Liaising with Senior schools on behalf of the Head and Deputy Head (Academic) when required
- Arranging and hosting Senior School and Scholarship Interviews
- Preparing and sending reports relating to interviews
- New Pupils' Day organisation
- Pupil File Management including creation and archiving of files
- Produce and circulate a Weekly Calendar
- Update Inspection Data, such as form lists and Governors' Profiles
- Administration of staff references
- Scan and e-mail Common Entrance papers
- Liaise with the sign writer to update the School Award Boards

SCHOOL MANAGEMENT DATABASE (ISAMS):

- Annual Roll Over of iSAMS Pupil data in July/August including creation of Forms & Classes
- Updates/Amendments to Pupil records
- Custom Groups Management (i.e. Boarders etc.)
- Archiving Information and updates to Archived Information where necessary
- Generate reports as needed
- Check Census report for Inspections

OFFICE:

- Collaboration with the Office Team
- Welcome all parents, pupils and visitors
- Assist parents and pupils with any queries
- Answer telephone calls in a polite and efficient manner
- Ensure that the Reception area is kept tidy and presentable
- Deal with any deliveries to Reception.
- Produce and update various school lists including: Form List, House List, Scholarship List
- Print and circulate the Moultsford News (village community newsletter)
- Bus & Minibus bookings
- Produce and print Carol Service & Prize Giving programmes
- School trip admin, where needed e.g. Rugby tours
- Complete ISC & DfE Stats & Census Returns
- Handle and distribute all incoming and outgoing post

OTHER:

- To provide outstanding Customer Service in all aspects of the role
- To work collaboratively with all members of the School administrative staff as part of the wider team.
- To attend all relevant training as required including INSET days.
- To follow Health and Safety procedures and report any concerns immediately to the relevant person.
- To follow the School's Data Protection Policy.
- To attend School events such as Open Days etc. as required.
- As with all staff, to be responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies.

NB This role may evolve and therefore the successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by the Head or Bursar. The job description may be amended to meet the needs of the School, in consultation with the post holder.

PERSON SPECIFICATION



ESSENTIAL CRITERIA		DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none">• PA or secretarial experience	<ul style="list-style-type: none">• Experience of working in a similar environment.• Experience or understanding of delivering outstanding Customer Service.• An understanding of and empathy with the independent school sector, together with a commitment to the School community and its purpose and future prosperity.	Application & Interview
SKILLS & ABILITIES	<ul style="list-style-type: none">• Excellent communication skills and ability to speak confidently to pupils, parents and staff and build close working relationships with all members of the school community• Excellent organisational and record keeping skills with meticulous attention to detail• Ability to work independently, as well as being able to work in the wider school team.• Excellent telephone manner.• Able to maintain confidentiality.• Up to date computer skills, although training will be provided on our systems.• The desire and ability to promote the School		Application & Interview
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none">• Qualified to GCSE Grades C and above or equivalent to include English and Maths		Application
OTHER	<ul style="list-style-type: none">• A professional, flexible and proactive attitude• Friendly, outgoing and welcoming disposition• Supportive of Moultsford's ethos• Empathy• As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies	<ul style="list-style-type: none">• Able to work outside normal hours as required, e.g. Open Events, parents evening, staff meetings etc.	Interview



STAFF BENEFITS AT MOULSFORD

LOCATION

Moulsford is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsford. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsford. Many staff are trained in Mental Health First Aid and a culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

SALARY

Competitive salary offered dependent on experience and qualifications, commensurate with industry standards.

APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

KEY DATES

Closing Date for applications is Monday 8th April 2024.

Initial Interviews will take place week commencing 15th April 2024.

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

Registered Charity No 309643



MOULSFORD

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