



MOWDEN HALL SCHOOL

From the Headmaster: Neal Bailey

**APPOINTMENT OF
P.A. TO THE HEADMASTER
for September 2019**

INTRODUCTION

Mowden Hall is an independent co-educational boarding and day school of 170 children from age 3 – 13 situated in the Northumberland countryside, fifteen miles west of Newcastle. The Pre-Prep and Nursery are based on the same site and share facilities with the Prep School. The Prep School has a strong boarding ethos with the majority of the children boarding in some capacity.

Mowden Hall is set in 50 acres of stunning grounds with fabulous views over the Tyne Valley. The School provides an extremely broad, holistic education with the ethos that education does not start and stop at the classroom door. Whilst we strive for excellence in our academic provision, there is also considerable emphasis on developing the children's skills and interests, and hence great importance is also attached to the extra-curricular programme.

Children from Mowden Hall go on to a wide range of senior schools including Oundle, Uppingham, Eton, Shrewsbury, Stowe, Rugby, Sedbergh, Oakham, Glenalmond, Ampleforth, Fettes and Queen Margaret's, as well as the Newcastle day schools. Multiple scholarships in all disciplines have been achieved in recent years and since September 2007 all children have been successful at 13+ entry to their senior school of choice.

Mowden Hall is a member of the Cothill Trust. The Trust provides exciting opportunities for the School in terms of investment and development. Château de Sauveterre, near Toulouse in France, is also a member of the Trust and Mowden children in Year 7 currently spend a term at the Château learning the French language and culture. Other members of the Cothill Trust are Cothill House, Kitebrook House, Chandlings School, Ashdown House and Barfield School.

Newton, Stocksfield, Northumberland, NE43 7TP

Telephone: (01661) 842147 Email: info@mowdenhall.co.uk www.mowdenhall.co.uk

Mowden Hall is part of the Cothill Trust

www.cothill-trust.net

Registered Company No. 961616

Registered Charity No. 308639

The Role: An exciting opportunity has arisen whereby we are now looking for a highly motivated, suitably qualified Personal Assistant to the Headmaster. A vibrant and lively approach will be important, with an awareness of all aspects of school life. The successful candidate will have energy, enthusiasm, initiative and excellent organisational and communication skills, as well as possessing a good sense of humour.

Hours of Work: 8.15am - 5.00pm weekdays, 8.15am - 1.00pm alternate Saturdays when the school is in session and possible additional hours as requested by the Headmaster. This position is full year and not term-time, but during the holidays the hours of work are 9.00am -3.00pm Monday to Friday.

Main Tasks and Responsibilities

Personal Assistant Role:

- Provide a highly confidential service to the Headmaster
- Act as first point of contact for the Headmaster - fielding calls
- Receive and deal with all emails to the main school INFO email address, forwarding on to relevant staff where necessary
- Send clarion call messages by text and/or email when requested
- Arrange travel for the Headmaster and other staff as required
- Arrange visits for the Headmaster to other schools
- Arrange visits for Heads of other schools to Mowden
- Arrange hospitality for visitors
- Type any correspondence required
- Assist all members of the SMT as required
- Attend SMT meetings and minute accordingly
- Attend the Local Advisory Group meetings and minute accordingly
- Specific responsibility in a fire evacuation
- Sign in visitors to the school allocating the correct visitor badge
- Pass all Risk Assessments to the Headmaster for signature
- Add in generic Risk Assessments to the event specific RA before copying and returning 2 copies to the event leader
- File all Risk Assessments

Weekly:

- Prepare the Weekly Update and share with relevant staff for checking, adding or amending
- Send Weekly Update to parents each Friday as a .pdf and as a Google link
- Send Pre-Prep Newsletter to all Pre-Prep parents each Friday as a .pdf document and as a Google link

Termly:

- Order CE practice papers through ISEB
- Arrange Final Assembly at the end of each term
- Create a timetable for parents' meetings as appropriate each term
- Create new calendar templates (Google) for the forthcoming terms and give access to all teaching staff
- Produce form and staff lists for the Fire Register
- Liaise with the printers regarding the printing of the School Calendar and other matter
- Create Tuesday Activity Form - Evening Clubs in conjunction with the Deputy Head
- Create Weekend sheet for end of term mailing

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Annually:

- Enter Year 8 children for Common Entrance Exams (February)
- Receive and check the contents of the Common Entrance package and keep locked away
- Label and arrange cups for Prize Giving
- Complete ISC census by stipulated time (January)
- Complete DfE census by stipulated time (January)

ISI:

- Ensure updates from ISI are circulated to the SMT
- Ensure relevant policies are updated (in liaison with DH)
- Upload relevant information to ISI portal
- Upload Calendar dates to ISI portal (termly)

HR:

- Place job advertisements in relevant locations - IAPS website, TES website, school website, CT website, social media platforms
- On appointment, take up references for Headmaster to verify
- Forward copies of all relevant documents to Trust Office
- Begin the DBS process (maximum of 3 months prior to postholder taking up post)
- Ensure the Trust Office is sent all paperwork for new employees
- Ensure Barred List check is undertaken by the Trust Office for all new members of staff
- Ensure Prohibition of Teaching is completed for all new teachers
- Ensure Prohibition of Management is completed for all new SMT, HODs etc. or those promoted from within the School to such positions
- Ensure all staff complete a Staff Disqualification Declaration each September
- Liaise with new gap students each year prior to their commencement (DBS checks will be carried out by Tutors Worldwide/LetsLive if appointed through them)
- Monitor the Single Central Register produced and owned by Trust Office
- Ensure Self Employed people are checked accordingly
- Update the Self Employed Register as required
- Prepare and circulate timesheets to extra curricular activity coaches and those staff with additional hours
- Submit timesheets to payroll@cothilltrust.org by 18th of each month

Admissions:

- Act as first point of contact for enquiries and prospective parents to the School
- Arrange visits for prospective parents
- Arrange hospitality tray for visitors
- Prepare parking sign for visiting guests
- Enter all new enquiries into the ISAMS database
- Enter all new enquiries onto the enquiries spreadsheet
- Update ISAMS when Registration, Acceptance and sundry forms received
- Upload copies of all correspondence for individual children to their files
- Prepare offer letters for new starters
- Liaise with Head of Pre-Prep, whenever visits are arranged for Pre-Prep aged children

ISAMS:

- Check registration each Friday or whenever School Secretary is not in school
- Complete afternoon registration whenever School Secretary is not in school
- Perform annual roll-over of the ISAMS database in conjunction with the Head of IT
- Print all reports for the whole school - twice yearly for Pre-Prep, termly for the Prep School plus
- Print all Effort & Attainment Grades when required

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APPLICATIONS

Persons wishing to apply for the position of Personal Assistant. to the Headmaster must complete an Application Form (www.mowdenhall.co.uk/vacancies) and submit a letter of application with full CV addressed to Mr Neal Bailey, Headmaster, by **Wednesday 24th April 2019**. Items should be posted to the address below or emailed to info@mowdenhall.co.uk

Mr Neal Bailey
Headmaster
Mowden Hall School
Newton
Stocksfield
Northumberland
NE43 7TP

Interviews are scheduled to take place on **Friday 3rd May 2019**. Applicants may request to visit the School before applying for the role. If candidates would like a School prospectus and calendar, please contact Mrs Vivienne Smales, PA to the Headmaster on 01661 842147 or email vs@mowdenhall.co.uk.

Mowden Hall 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 would be subject to: references satisfactory to the Cothill Trust; enhanced Disclosure and Barring Service Check; proof of right to live/work in the UK, and evidence of stated qualifications.

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