



Office Manager and Head's PA

Dear Applicant,

Thank you for your interest in the role of Office Manager and Head's PA at Edge Grove. This is a full time position ideally starting around the middle of March 2026.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education

The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never worked in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 48 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at www.edgegrove.com. If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes



Richard Stanley
Headmaster

JOB DESCRIPTION

OFFICE MANAGER & HEADS PA

Reporting to: Headteacher & Bursar

PURPOSE OF THE ROLE

To provide comprehensive and proactive secretarial and administrative support, acting as a key ambassador for the School. While the responsibilities are wide-ranging, they are fundamentally centered on enhancing the experience of our pupils and their families. The post-holder will be dedicated to delivering a first-class service to all members of the school community, ensuring the highest standards of care and professional engagement.

GENERAL ADMINISTRATION MANAGEMENT

To undertake the following general management and administrative tasks:

- In conjunction with the Bursar and the Head, to manage and lead the Administration Functions of the School, delegating work appropriately;
- Ensuring staff are appropriately developed and trained to perform well in their roles and can provide the necessary cover for each other during absences;
- Ensure continual performance monitoring and appraisal, setting team objectives flowing from the School's strategic and management plans;
- To work with other colleagues, e.g Senior Leadership, Finance and HR, to ensure a smooth and efficient service for our community;
- To research and promote ways of improving administrative efficiency, smarter working, including the introduction, where appropriate, of improvements to software and technology;
- To oversee and take on the running of the Front Office area ensuring a welcoming and efficient environment at all times including the School Holidays.

MAIN RESPONSIBILITIES

To act as the Office Manager with the following general areas of responsibility, delegating tasks (not responsibility) as appropriate:

- Liaise with Staff and the Senior Leadership Team to ensure coordination of all School events, excluding the annual Speech Day & Photographs (marketing); To ensure that event forms are completed by staff and approved by the Bursar;
- Manage the booking of all School resources, including rooms, transport and to liaise with catering, maintenance over all School events;
- Oversee the management of school registers daily and manage pupil absence;
- Take minutes for regular and ad-hoc School staff meetings;
- To act as fire marshal for the admin offices and staff. Alongside the Bursar take responsibility for the support staff registers in the event of a fire alarm;

- Take responsibility for the management and care of all pupil records on the School MIS, entering, updating and reporting data as needed and;
- Manage all 'hardcopy' pupil files (past and present);
- Delegate & cover general office duties e.g. answering the phone, taking and distributing messages, managing incoming and outgoing post;
- Provide Holiday cover for school receptionist;
- Support the Friends of Edge Grove with booking resources and general administrative tasks;
- Assist the Assistant Head (Operational Logistics) with routine weekly and termly administration of after school activities programme, monitoring the activities inbox and liaising with parents; Setting up the groups on SchoolBase; Opening and closing bookings; initiating the populating of the weeks and groups on the SchoolBase system; Checking that registers are taken for the chargeable clubs and providing fees information to the Finance Dept (mainly holiday work);
- To assist the Assistant Head (Operational Logistics) in the compilation of the School's termly calendar and publishing the finalised calendar to parents and staff; including any subsequent updates or amendments via the School App;
- General proof reading of school publications that are not marketing material.
- Oversee booking of external coach hire with agreed suppliers on request from trip leaders and the Sport Leads (receptionists);
- Oversee booking of school transport, School minibuses and external coach hire, for away matches as directed by the Sports Department. Check weekly sport vehicle bookings; update calendar and schoolbase booking system;
- Check the School's communications to parents and staff as shared by Co-Curricular HoDs; (Sport, Drama, Art, FSC, Trips, D&T, Activities, Music) and delegate to the School receptionist to publish on the School App;
- Manage and promote all external bookings from sports and other organisations hiring the School's facilities;
- Coordinating all Future Schools meetings, prepare, collate and submit documentation such as references, reports and data. Assist with general Future Schools administration support.

HEAD'S PA

- To act as the first line of contact for the Head, using discretion and tact to ensure telephone callers and visitors receive a professional response and are dealt with by the appropriate person;
- Prepare all paperwork and files relating to the daily schedule of the Head;
- Computerised diary management and receipt of the Head email account;
- Arrange appointments for current and prospective parents, pupils, staff to see the HM;
- Gather information for the Head in advance of meetings with parents and staff;
- Assist in arrangements for the Head to visit other schools and other travel plans;

- Coordinate with the Head to ensure that their reports and information needed for Board meetings are submitted at least one week prior to the meeting;
- Arrange interview schedules for prospective teaching staff; prepare associated correspondence with the help of the Bursars Assistant;
- Prepare the Heads expenses to submit to the finance department;
- Communicate effectively, verbally, by email, telephone, or letter, including drafting letters, on behalf of the Head, to staff, pupils, parents, and the wider community always promoting the reputation of the School, manage the Head@ emails;
- Photocopy/print/file as required;
- Effectively log parent complaints, actions and follow-ups in accordance with complaints policy and directions from the Head and Board of Governors.

PROFESSIONAL RESPONSIBILITIES

- Carry out such duties as may reasonably be required by the Head or Bursar;
- To cover routine events or emergencies with equilibrium, confidence and style;
- Support and promote the School's Mission and Values and Ethos;
- Work towards and support the School's Vision and the current school objectives outlined in the School Strategic Plan;
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy;
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils, and visitors;
- Promote equality of opportunity for all students and staff;
- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues;
- Engage actively in the performance review process and training.
- Undertake other reasonable duties related to the job purpose required from time to time.
- Set high expectations in terms of professionalism, punctuality and commitment;
- Dress in a way that is commensurate with the School working environment.

PERSON SPECIFICATION

It is **essential** for the successful candidate to have the following qualifications, experience, and personal attributes:

- Previous high-level PA/Secretarial experience essential;
- Ability to build an instant rapport with young children;
- High level of literacy skills (proof reading and letter drafting);

- Excellent IT skills with advanced Microsoft Office, Excel databases and Google Docs/Drive;
- A highly organised individual with the ability to plan and organise work effectively;
- A confident self-starter with a willingness to be accountable for actions;
- Prioritise and plan assignments considering all the relevant issues and factors such as deadlines;
- An excellent communicator who can stay calm under pressure and ensure the smooth running of diaries and completion of tasks/issues;
- Ability to demonstrate tact and diplomacy;
- A high degree of confidentiality and integrity;
- A professional and credible manner;

It is **desirable** for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of working in an educational setting;
- Evidence of further professional development;
- An higher level of education than GCSE;
- Understanding and application of safeguarding procedures relevant to a school environment;

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head and Bursar to meet the changing needs of the school.

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy

HEALTH & SAFETY

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's Health and Safety policies which are regularly updated and posted.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

Other benefits include:

- ❖ Access to a group personal pension scheme;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ Cycle to Work Scheme.

TERMS & CONDITIONS OF EMPLOYMENT

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com or MyNewTerm. Please email the completed form and an accompanying letter of application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Headmaster via hr@edgegrove.com or 01923 855724.