

Position of  
**HEADTEACHER'S P.A. /  
SECRETARY FOR THE PREP SCHOOL**  
Yarm Preparatory School,  
North Yorkshire



Co-educational | Day School | Ages 3-11 | IAPS





## THE ROLE

The School wishes to appoint a suitably qualified, enthusiastic and experienced secretary, capable of multitasking and working in a vibrant office on a wide variety of tasks. The role (detailed on the enclosed Job Description) requires a high degree of flexibility and efficiency. It will appeal to a candidate who is numerate, enjoys meeting people, is able to relate to children and who would relish the challenge of marketing the Prep School. A calm, welcoming, yet knowledgeable and confident telephone manner is required. Maintaining confidentiality is essential for this senior secretarial position.

The Head's P.A. / Secretary for the Preparatory School is directly responsible to the Head for the daily administration of the Preparatory School. The Head of the Preparatory School is the line manager. The Postholder will also be expected to work closely with the Senior School, in particular with the Headmaster's P.A., School Secretaries, the School medical staff, the HR department, School Manager and also the Uniform Shop Manager.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.



## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym
- Discounted Auditorium tickets for School productions

## KEY TASKS AND RESPONSIBILITIES

The Head's P.A. / Secretary for the Preparatory School is often the first point of contact for new enquiries for the school. He/she will come into contact with parents on a daily basis, in person and on the telephone, along with dealing with other members of the school community. The Postholder has an important role at selected functions where crucial marketing of the Preparatory School takes place, and where members of the Governing Body may also be present. Therefore, it is important that high standards of dress, presentation and telephone manner are maintained.

The day-to-day role encompasses routine tasks and requires the ability to manage an office where telephone calls, e-mails and pupils requiring assistance or information may interrupt tasks. No two days are the same nor can any time of the school year at Yarm be described as 'quiet'. Teaching colleagues may require guidance on administrative systems or with the management of reports etc. Excellent IT skills are required, especially in Google Apps. Close liaison is expected with the Pre-Prep Secretary and with the management team of the Preparatory School.

It would be impossible to produce an exhaustive list to form the Job Description for the Head's P.A. / Secretary for the Preparatory School, however, the main responsibilities are outlined below. It is important that the school runs smoothly and there are times of the year when all hands to the deck are required. It would be

assumed that the Postholder could undertake reasonable tasks as required by the Head to meet the needs of the Preparatory School.

### Support to the Head of Preparatory School

- To provide secretarial support for the Head and to carry out any ad-hoc duties commensurate with the position as Head's P.A. as required by the Head and to assist staff to ensure that internal controls are properly maintained and that the school is run in an efficient manner.
- To organise and maintain the Head's diary / online calendar
- To prepare letters and other documentation for the Head and to deal with his telephone calls.
- To process applications for advertised job vacancies/ associated paperwork.
- To assist in the organisation of school events. This will include preparing 'goody' bags for marketing events, ordering of flowers and inviting guests to school concerts
- To anticipate and process Catering and Estate Departments requirements for school events, e.g. Prize Giving, Open Morning, and Curriculum Events
- To monitor class registers, follow up on pupil absences and complete census returns using the information contained on the school database.



### **Marketing and P.R for the Prep School**

- To liaise with the School Marketing Manager in relation to publicity matters.
- To manage telephone enquiries and visitors in person and to send relevant information as appropriate.
- To occasionally tour prospective parents and market the school to them.
- Assist in organising and attending Open Mornings in order to market and promote the Prep School.
- To handle admissions queries and market the school accordingly.

### **Assessing Prospective Pupils**

- To prepare assessment files for prospective pupils and to process all associated paperwork.
- To occasionally supervise assessments for prospective pupils.
- Ensuring parent and pupil's personal details are up to date and accurate on the School's MIS.
- Liaise with other schools re: pupil transfers. To check pupil files with the Head prior to forwarding them to new schools.

### **Accounts**

- To process paperwork in order to effectively manage the Prep School budget, which is organised under headings, each with its own sub-budget.
- To liaise closely with the Finance Department in order to check movements in and out of such accounts.
- Keeping the Prep School's 'Account' and 'Purchase Order' databases up to date.
- To manage the petty cash for the Prep School.
- To manage sundry monies such as that generated by charity events.
- To process all types of proforma used within the Prep School, such as Payment requests and Order forms.

### **Residential Trips**

- To process payments for residential visits and associated documentation, such as medical forms and visits bookings.

### **Pupil Photos**

- To organise and manage monies for school photographs (currently Tempest Photography).
- Match up photos to pupils' details within the MIS.

### **Stationery Orders**

- To order stock on behalf of teaching staff and to process such paperwork.
- To order office stationery and to regularly audit existing stock.

- To maintain stock and resources within the staff/workroom, keeping this tidy and accessible for office personnel.

### **Newsletter**

- To produce the weekly Prep School newsletter and work to a deadline to accomplish this.

### **First Aid**

- To hold a recognised First Aid Qualification and to update this as required (training provided by the school).
- To help care for children who are ill or who have had an accident including the giving and
- Recording of medicines to pupils from the medicine cabinet if necessary and liaising
- Liaise with with the First Aid Lead for matters requiring her attention.

### **Information Technology**

- To liaise with the Director of Teaching and Learning to manage the reporting system (3/year).
- To be able to use with ease, systems such as, Office Word, Excel, Publisher and Google Apps.
- Effective use of the School's MIS, pupil's term report system
- Ensuring Pupil and Staff details are regularly updated on the MIS.

### **Misc**

- Admin duties: photocopying, distribution of internal and external post, taking and passing on telephone messages for all staff members, arranging meetings, posting information on staffroom notice boards. etc.
- Submitting printing requests to Reprographics.
- Adhering to GDPR guidelines.
- Being discreet when handling confidential and sensitive information.
- To maintain effective files for photograph storage. To retrieve such photographs as required for school publications.
- To assist in absence returns/daily reports and postal items.
- Taking minutes of some staff meetings and INSET.
- To maintain and regularly update pupils' and other files.
- Distribute parcels received from the Uniform Shop.
- Alongside the Deputy Head, assign new pupils to 'Houses' for sports and games activities.
- Undertake any other tasks that may be required.



## CONTRACTUAL MATTERS

- The successful candidate will be expected to take up appointment as soon as possible. This is a full-time post and entails working during school holiday periods. There is a probationary period of 3 months.
- Hours of work are 8.30am-5.00pm during term time and 8.30am-4.30pm during school holidays. There is a 30 minute lunch break.
- The salary will be commensurate with the experience of the candidate and in the range £22,000-£24,500.
- Holiday entitlement is 21 days holiday per year (pro-rata and taken during the school holiday periods), plus 4 compulsory days holiday taken between Christmas Eve and New Year, plus statutory Bank Holidays. The holiday year runs from January to December.
- Lunch (term time only) and beverages are provided free of charge.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%);
- Employee Benefits Scheme;
- Please note that the School operates a no-smoking policy on its entire site.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves regular interactions with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of



Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## APPLY

Informal visits to the School are welcome. The application form is available on the [Yarm School website](http://www.yarmschool.org).

**Deadline: 9am Friday, 22nd April 2022**

Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, as soon as possible and no later than 9am Friday, 22nd April 2022. The School reserves the right to interview and appoint at any time during the process.

e-mail: [sri@yarmschool.org](mailto:sri@yarmschool.org)

Yarm Preparatory School  
Grammar School Lane  
Yarm  
Stockton on Tees  
TS15 9ES

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Further information about the School, together with an application form and job description, can be found on our website at [www.yarmschool.org](http://www.yarmschool.org) under "vacancies". Please e-mail if you have any difficulties or queries.