

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

Post Title:	PA to the Bursar and Clerk to the Governors and the Board of Governors of Wakefield Grammar School Foundation
Department:	Governors' Office
Responsible to:	The Bursar and Clerk to the Governors
Responsible for:	Superintendent and Deputy Superintendent (Wakefield Charities' Homes) 1 member of cleaning staff at Governors' Office
Grade:	WGSF Grade K

Job Purpose:

To provide full PA support to the Bursar and Clerk to the Governors and the Board of Governors of Wakefield Grammar School Foundation

Main Duties and Responsibilities:

Bursar and Clerk to the Governors

- Carry out all duties as Personal Assistant to the Bursar and Clerk to the Governors.
- Be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Bursar and Clerk to the Governors work including management of diary, correspondence and records.
- Ensure the Bursar and Clerk to the Governors is briefed for all meetings with relevant correspondence, documents/presentations and in the Bursar and Clerk to the Governors' absence refer matters to a relevant Senior Manager of the Support Staff for action.
- Be responsible for all the Bursar and Clerk to the Governors / Governing Body administrative filing including confidential and statutory documents.
- Arrange and co-ordinate arrangements for all Governor Board meetings, the Annual General Meeting and other Committee meetings.
- Liaise with Committee chairmen to agree agendas, prepare papers and follow up on matters arising.
- Take minutes at Board meetings and other Committee meetings, arranging the transcription, publishing and issuing of final minutes
- Liaison with parents, staff, students, general public, as necessary either by telephone or visits to the Governors' Office.
- Manage hospitality for meetings and events/functions throughout the year.

- In connection with relevant staff appointments assist the HR Manager to prepare and send out job details, photocopy application forms, compile shortlists, obtain references, arrange interviews and any other duties as necessary.
- Day to day management of the Governors' Office e.g. ordering stationary, ensuring sufficient cover in the office etc.

Note: There are 4 Board meetings per year, 1 AGM, circa 25 other Committee meetings.

Board of Governors of Wakefield Grammar School Foundation

- Deal with all correspondence addressed to the Chair of Governors, including all highly confidential correspondence and in consultation with the Chair of Governors / Bursar and Clerk to the Governors, take appropriate action.
- Liaise with the Spokesman on any relevant issues as they arise including secretarial, administration and clerical duties relating to all aspects of the Board of Governors.
- Manage the process for appointing new Governors to Wakefield Grammar School Foundation.
- Arrange Governor functions e.g. Annual Dinner, Leavers' Events

Wakefield Charities' Homes

- Assist the Superintendent where required to deal with day to day matters relating to the Homes (20 almshouses).
- Place advertisements for vacancies, interview candidates and arrange visits.
- Administration and correspondence as required, including notifying residents of any annual rent increases.
- Collate the 'Relief in Need' requests and make recommendations to the Bursar and Clerk to the Governors.
- Attend Residents' meetings to deal with any concerns or matters arising.

Miscellaneous

- Co-ordinate with our external IT support to ensure they resolve any problems with the Bursary computer network and hardware.
- Carry out any other duties as directed by the Bursar and Clerk to the Governors commensurate with the general level of responsibility of the post.

PERSON SPECIFICATION

The following are the essential criteria to undertake the job competently:

- A minimum of 5 years PA or senior secretarial experience
- Experience in dealing with confidential work
- Excellent interpersonal skills, good telephone manner, calm approach
- Excellent communication skills, both written and oral, and high standard of written and spoken English
- Excellent level of computer literacy (Email, Word, Excel, PowerPoint)
- Able to demonstrate the ability to take minutes preferably using shorthand or other appropriate method to a high standard.
- Confidentiality, tact and discretion combined with a calm personality and sound judgement
- Ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations
- Good team player
- Comfortable with dealing with staff and visitors at all levels
- Flexible and adaptable (to work and time)
- The ability to act on own initiative
- An interest in education and schools

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ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The starting salary for this post is £23,407 per annum with progression to £27,309 per annum subject to the pay progression arrangements for WGSF.
- This is a full time all year round post; hours of work are 37.5 hours per week, Monday to Friday 8.30 am to 5.00 pm. In addition, there will be a requirement to work additional hours on occasions when Committee / Board meetings are taking place.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Free car parking.
- Free school lunches (during term time only).
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the completion of an enhanced CRB disclosure and receipt of a satisfactory CRB (Criminal Reference Bureau) check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Website: **www.wgsf.org.uk**