



Appointment of
HEAD'S PA & HEAD OF ADMIN

SWANBOURNE HOUSE
BUCKINGHAMSHIRE



WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab

The Pre-Senior Baccalaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

Last year, Swanbourne House pupils were awarded an impressive 13 scholarships and exhibitions to leading senior schools across the UK.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.



HEAD'S PA & HEAD OF ADMIN

Accountable to: The Head

Date of Appointment: ASAP

The Role

Swanbourne House is seeking a highly professional, discreet, and proactive individual with exceptional organisational and communication skills to provide support to the Head and lead the School's administrative team. The ideal candidate will have experience in managing complex workloads, liaising with senior leadership, and overseeing efficient office operations. They must be a confident leader, able to set a high standard for administrative practices, while maintaining positive relationships with all members of our community. Flexibility, attention to detail, and the ability to handle sensitive information with the utmost discretion are essential.

KEY DUTIES & RESPONSIBILITIES

Support for the Head

- Act as an ambassador for the school and Head in all matters
- To manage the Head's office, his diary, and the smooth running of his daily, weekly and termly programme
- To bring to the Head's attention in a timely manner information that Governors, colleagues, parents or pupils wish to have brought to his attention respecting in all cases the need for complete confidentiality
- To deal with correspondence including drafting replies for the Head and, when required, dealing with correspondence on the Head's behalf
- To securely deal with email to the Head's email account
- To ensure the Head is briefed and prepared for all meetings
- To keep abreast of all School activities
- To co-ordinate the Head's external visits and make travel arrangements, when required
- Manage the hospitality for visitors
- To ensure the Head's pupil's reports are entered correctly
- To monitor, in conjunction with the Prep Secretary, various group email accounts
- To attend SLT meetings and contribute as a member in the role of Head of Admin, taking away actions and completing them in a timely fashion. Also taking minutes, updating the actions tracker and setting up the agenda



- Compilation of information from various colleagues of a weekly document for assemblies and the collection of certificates and awards
- Co-ordination of the Head's report for the Governors' meeting by compiling contributions from various stakeholders
- Oversee all external communications, troubleshoot any issues, and ensure communications are relevant and accurate
- Maintenance of any self-evaluation, under the direction of the Head and the SLT
- To ensure the School Dates on the ISI website are up to date as far as possible in advance
- To ensure any pre-inspection admin is arranged and ready to include documentation and practical arrangements
- To undertake individual and discrete projects as required

A key aspect of this role is to liaise with the Deputy Heads, members of SLT and middle management on the smooth running of the School. This will include but not be limited to:

Academic

To support the Head and Deputy Head (Academic) in the following areas:

- To manage and monitor the future schools tracking to ensure all meetings are set up and the tracker is up to date at all times
- Liaison with the Gifted, Able and Talented Co-ordinator to ensure that the tracker is up to date with scholarship information
- Assist with any administration relating to the Pre-Senior Baccalaureate that is not undertaken by the PSB Lead
- Arrangement of Parent/Guardian-Teacher meetings

Pastoral

To support the Head and Deputy Head (Pastoral) in the following areas:

- Admin support if needed to include meeting arrangements
- Minute and assist with any internal meetings that require third party support
- Support the Sports department around the communication of matches and the associated arrangements of fixtures

Operations

To support the Head and Deputy Head (Operations) in the following areas:

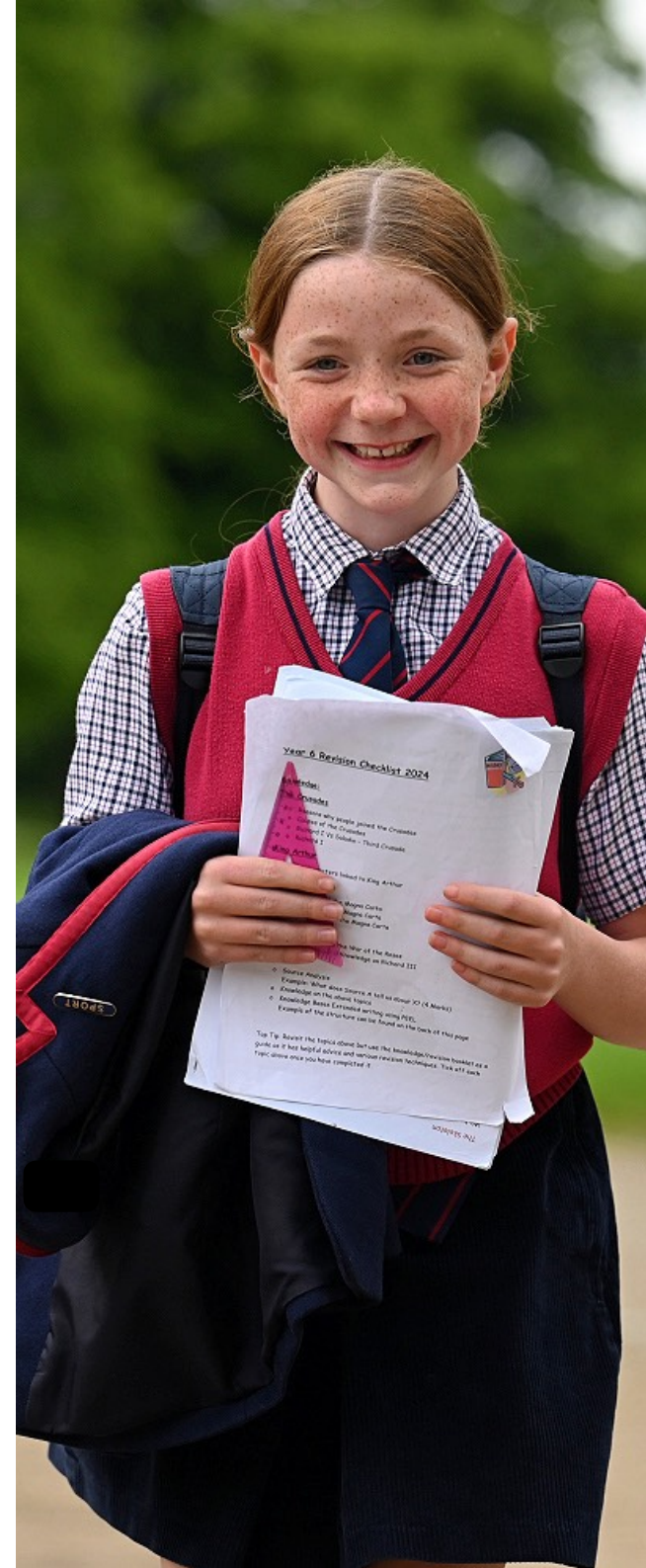
- Review of the afterschool clubs, activities and enrichment from a whole school perspective



- Admin associated with plays, performances, concerts, exhibitions i.e. communications with parents, assistance with pupil logistics and programmes etc.
- Admin associated with school events to ensure that they are communicated in good time and run efficiently
- Oversee the creation of the school calendar analysing events to ensure balance and feasibility
- Arrangements for the end of year Prize Giving

Head of Admin

- Line Manage and oversee the work of the Prep-School and Pre-Prep Secretaries, delegating and prioritising work amongst the team as needed
- Liaise with the team and stakeholders in the school to ensure that a high level of customer service is delivered across the team
- Promotion of a professional, positive and proactive approach and ensuring that effective support is provided to all stakeholders who require administrative support
- To build excellent professional relationships with children, parents and other professionals in the school
- Deal with queries and provide information and advice about the school and school activities for parents, pupils and visitors
- Input, maintain, retrieve and collate pupil data using the ISAMS and manual records
- Continual review of working practices and processes, to ensure that administrative support is run efficiently, to a high standard and meets statutory compliance regulations
- Oversee the organisation of rotas, cover during periods of absence and holiday requests to ensure continuity of service
- Performance management – in collaboration with direct reports, ensure all job descriptions are up to date, conduct regular informal reviews with colleagues as necessary, conduct annual performance appraisal meetings and report outcomes to the Head and SLT. Identify training needs and notify requests for training to the SLT for approval
- Work with the Marketing and Admissions department on the co-ordination of hospitality and events
- To keep a log of complaints made to the School and action taken
- To undertake any other duties that may be reasonably requested of the post-holder, as directed by the Head



Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree • Secretarial or administration qualification 	<ul style="list-style-type: none"> • Degree • Secretarial or administration qualification
Specialist Skills & Experience	<ul style="list-style-type: none"> • Significant experience as a PA, Administrator or Secretary • Exceptional secretarial/ administration/support skills • High proficiency of MS Office, including Word, Excel and PowerPoint • Fast, accurate typing ability • Ability to prioritise workload against agreed plans, deadlines and targets • Passion for running a professional and welcoming front of house • Good literacy and numeracy skills • Excellent verbal and written communication skills • Proof reading skills 	<ul style="list-style-type: none"> • Knowledge of working in an independent prep school or Educational establishment • Ability to use digital audio systems and/or take dictation • Familiar with iSAMS (training will be provided) • Experience of managing a team • Experience in communications and Marketing
Personal Qualities	<ul style="list-style-type: none"> • Approachable but able to be assertive • Flexible in approach, adaptable and open to new ideas • Intuitive, resourceful and discreet • The ability to remain calm in stressful situations • Ability to build effective working relationships with children and adults • Good organisational skills • Meticulous attention to detail • Committed to ensuring a high level of confidentiality at all times 	

COLLEAGUE BENEFITS

The Stowe Group recognises the benefits that come with investing in people. Alongside the beautiful school surroundings at Swanbourne, there are a number of additional benefits available to all our valued colleagues. These include:

- Staff fee discount
- Free wraparound care
- Free refreshments and school meals
- Access to National Trust Gardens at Stowe
- Free or discounted access to a range of arts and culture events at Stowe
- Discounted annual family golf membership at Stowe's golf course
- Volunteer leave
- Employee wellbeing programme, including access to counselling services and physiotherapy

For more details on all benefits, please follow this link:

<https://www.stowe.co.uk/our-people/working-for-us/colleague-benefits>



YOUR APPLICATION

An application form can be downloaded from The Stowe Group Recruitment website. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

Deadline for applications is midnight Sunday 22 September. However, this role may close early if we receive suitable applications

Interviews: 27 September and w/c 30 September

Start date: ASAP

Salary: Competitive

Working hours are an average of 37.5 hours a week. You will be expected to work 40 hours per week during term time (34 weeks per year) and will work a reduced hours during your working weeks in the holiday periods.

Lunch is provided free of charge.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.



THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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