



# HEREFORD CATHEDRAL SCHOOL

---

CANDIDATE INFORMATION

PA to the Headmaster &  
Office Manager (Maternity cover)

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)



# HEADMASTER'S WELCOME



**Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.**

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

*Yours ever,  
Michael*

**DR MICHAEL GRAY**

Headmaster

# J O B   D E S C R I P T I O N : P A   T O   T H E   H E A D M A S T E R   A N D O F F I C E   M A N A G E R   ( M A T E R N I T Y   C O V E R )

**Post title:** PA to the Headmaster and Office Manager

**Hours/weeks:** Full-time and term time only

**Salary:** £21,314 - £24,306 actual pay (£26,643 - £30,377 FTE)

**Start date:** February 2025

**Location:** Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

## O P P O R T U N I T Y

This is an exciting opportunity to join a sector-leading educational organisation which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will be highly motivated and fully prepared to undertake the demands of working in one of the UK's leading independent co-educational day and boarding schools.

## O U R   O F F E R

- Join a highly talented and supportive team and governing body
- Competitive salary
- Access to our effective Professional Learning programme
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- NEST pension scheme (8.7% employer contribution, 6% employee contribution)
- Staff are sometimes offered non-contractual School Fees Remission at the absolute discretion of the Governors

## R E P O R T I N G   L I N E S

The post holder reports to the Headmaster

The post holder will be assisted by, and has line management responsibility for the:

- Senior School Secretary and PA to the Deputy Heads
- Senior School Receptionist

CONTINUED OVERLEAF



CLICK HERE TO VIEW HEREFORD CATHEDRAL  
SCHOOL'S YOUTUBE CHANNEL

# THE ROLE: PA TO THE HEADMASTER AND OFFICE MANAGER (MATERNITY COVER)

## ACCOUNTABILITIES

- To efficiently and effectively run a confidential Headmaster's Office, providing full support to the Headmaster
- To lead the Reception and Administration Team

## RESPONSIBILITIES

- Efficient, effective management of Headmaster's office and diary
- Efficient correspondence with parents, staff, governors and external contacts
- Liaise with school staff, parents and pupils on behalf of the Headmaster, drafting up correspondence/emails/letters, taking minutes at meetings, managing school office staff and delegating and overseeing tasks to be carried out.
- Management of all senior school pupil files
- Close liaison with Marketing and Admissions, COO, HR Departments and teaching staff
- Management of all Senior School pupil files and some staff operational files in line with record retention policies and relevant legislative requirements
- Close liaison with Marketing and Admissions, Bursar, HR Departments and Teaching Staff
- Line-manage the Senior School Reception and Administration Team
- Assisting the HR department with safer recruitment and other processes such as coordinating appraisals
- Liaising with the Cathedral to organise relevant meetings with the Dean
- Organisation and distribution of Headmaster's invites to guests for various school events
- Use of iSAMS, My School Portal and other management information systems to accurately enter data, produce reports and other functions as required.
- General office administration to include organising mail shots, telephone enquiries and other similar duties as required
- General office administration to include organising mail shots, filing, telephone enquiries and other similar duties as required
- Coordination of meetings and liaising with various stakeholders to track progress, and in turn reporting back to the Headmaster.
- Positive promotion of the School and its aims, adopting a flexible approach to a changing workplace environment

# SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

## HEALTH AND SAFETY

### **As an employee you are expected to:**

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

The Old Deanery in Cathedral Close is home to our leadership and administrative staff



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Completed a broad education with GCSE grade C or above in English Language and Maths (or equivalent)</p> <p>Evidence of involvement in relevant professional development</p>	<p>Hold a recognised Business Administration qualification such as LCCI Diploma, NVQ, BTEC, HND, RSA or equivalents</p> <p>Hold a recognised IT qualification</p> <p>Other relevant professional qualifications</p>
<b>Experience and knowledge</b>	<p>Previous experience in a similar role including both Office Management and PA experience at senior manager level (likely to be a minimum of 2 years' experience)</p> <p>Supervising and directing others to meet targets</p> <p>Experience of Information Management Systems</p> <p>Experience of handling a wide range of enquiries</p>	<p>Worked within a School setting or similar</p>
<b>Skills and abilities</b>	<p>High level organisational and administrative skills including IT knowledge in Microsoft Office applications particularly Word, Excel, PowerPoint and Outlook</p> <p>Demonstrates high levels of time management using own initiative to manage a heavy workload and, at times, conflicting priorities as well as tracking progress on a wide range of tasks</p> <p>Build and maintain relationships through effective interpersonal skills</p> <p>Think creatively to anticipate and solve problems</p>	
<b>Aptitude</b>	<p>Can take responsibility and is not afraid to make decisions</p> <p>Be completely loyal, discreet and trustworthy in providing the personal secretarial service to the Headmaster</p> <p>Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a "can do" helpful attitude with good communication skills both on phone and in person that allows effective communication at all levels</p> <p>Creates good rapport with staff, parents and pupils</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges and still be able to meet deadlines whilst producing work that is accurate</p>	
<b>Aptitude continued</b>	<p>Shares the School's values and committed to the School's vision</p> <p>A positive attitude towards children and young people</p>	

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Circumstances	Able to work flexibly, some earlier starts, evenings and weekends will be required in support of wider school functions from time to time	
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

### Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

## HOW TO APPLY

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [recruitment@herefordcs.com](mailto:recruitment@herefordcs.com)**

The closing date for applications is **10am on Monday 11th November 2024.**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).**

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.