



Pate's Grammar School Foundation and The Richard Pate School ("the Foundation")

Bursary Administrator and PA – Information Pack

Title	Bursary Administrator and PA
Reports To	Bursar & Clerk to the Trustees
Employment	Employed (Permanent) All Year Round
Hours	Full time (08.00 – 16.00, Monday – Friday) (We would consider being flexible on hours and term-time working)
Salary	£24,294 – £27,334
Start Date	As soon as possible

About Us

Pate's Grammar School Foundation is a historic charity established in 1574. Currently the Foundation owns and operates the Richard Pate School, and supports its beneficiaries being Pate's Grammar School, The Richard Pate School and present and past pupils of one or both of those schools. The Richard Pate School is an independent day school for around 300 pupils aged 3 to 11, and Pate's Grammar School is a mixed selective state Academy for over 1,000 pupils between the ages of 11 and 18.

Vacancy Details

This role is to support the Bursar and her team, providing administrative support and running the front of house for the Bursary, and operating as the Bursar's PA. Occasionally you will also support the Headmaster and Trustees. It is an opportunity for someone who is interested in working in Schools' administration or who is looking to build experience working in a professional environment.

The successful applicant should be very organised, with excellent administrative and computer skills, especially in word processing and spreadsheets. Excellent interpersonal skills and a sense of humour, and the ability to work under pressure at times are required for this important position within the Bursary team.

To be successful in this role you must:

- Be highly motivated, organised and methodical.
- Be willing to take responsibility for a range of administrative and organisational tasks.
- Be enthusiastic about being part of a team, prepared to be immersed fully into school life.
- Have excellent communication skills.
- Be respectful of the Foundation's aims and values.

In return, we offer a positive working environment with supportive colleagues. The role will be very varied, no day will be the same as the last.

Job Description

Title:	Bursary Administrator and PA
Reports to:	Bursar & Clerk to the Trustees
Internal contacts:	Bursary Team, Site Manager, Catering Manager, Head's PA, Cleaning Manager, Groundsman, Headmaster, Head of Comms and Marketing, Teaching Staff
External contacts:	Parents, Contractors, Suppliers
Responsible for:	Supporting the Bursary team, and front of house for the Bursary.
Employment:	Full Time, All Year Around
Hours:	8.00 – 4.00pm Monday- Friday - but to be flexed on days when Foundation Meetings are held to support the Bursar as required (normally hours would shift to 9am – 5pm for, on average, 9 meetings per year). We would consider being flexible on hours and term-time-only working.
Lunch Hour:	Unpaid 1hr lunch break, ideally co-ordinated with the School Office team
Annual Leave:	28 days plus bank holidays and two extra-statutory days

Job Description

Main Duties & Responsibilities to include:

Bursary Administration and PA

- Be the first point of contact in the Bursary office, answering the phone, managing post and receiving visitors.
- Providing secretarial/PA support to the Bursar and team (including the Head of Comms and Marketing) as required.
- Undertake typing and notice preparation for the Catering Department and Parent Teacher Association.
- Assist with electronic and paper filing.
- Diary management and scheduling and meeting organising.
- Working closely with the School Reception Office in managing day-to-day activities.
- Support the Bursar in general administration / filing / scheduling.
- Support the Team with staff recruitment, Health & Safety and Estates.
- Manage training administration – printing and logging certificates, and chasing staff for training.
- Undertake any other reasonable duties as required.

Foundation Administration

- Support the Clerk to the Trustees with:
 - Meeting arrangements
 - Circulating papers
 - Scheduling Trustee nomination / terms of office
 - Scheduling statutory filing requirements

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

The successful candidate will demonstrate the following:

- Someone who is well organised, numerate with good attention to detail.
- A smart appearance, professional and polite with excellent communication skills.
- The ability to work on their own initiative.
- Excellent IT skills across the MS Office Suite.
- Excellent written and oral English.
- Ability to work as part of a team.
- An enthusiastic, “can do” approach and commitment to the Foundation’s ethos and aims.
- The flexibility to adapt to ever-changing priorities.
- A willingness to assist and deal confidently with colleagues and parents.
- Awareness of the importance of data security and confidentiality.
- Previous experience of working in an educational and / or charitable environment is not essential but desirable.
- Previous experience working as a PA and/or in Administration is not essential but desirable.

Please note that there may be some changes and additions to the above. This document is designed to provide an applicant with an overview of the position and responsibilities and is not necessarily comprehensive.

Salary Scale

The starting salary for the role is set within the range of £24,294 – £27,334 and is dependent on experience.

Safeguarding and Probation

Pate’s Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. In accordance with the DfE’s Keeping Children Safe in Education, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicants’ appointment will be subject to successful completion of a one year probationary period.

Further Information

Please let us know if you have a disability such that you require reasonable adjustments for any part of the recruitment process.

Up to date information and policies (including ‘Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment fo Ex-Offenders and Recruitment Privacy Notice’) may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our bursary on 01242 522052.

How to Apply

To apply, please download an application form from our website (www.richardpate.co.uk).

Please post completed forms to the following address:-

Mrs Lucy Cox - Bursar
The Richard Pate School Bursary
Southern Road
Cheltenham, GL53 9RP

Or e-mail to: bursar@richardpate.co.uk

Applications must be received by 12:00pm on Monday 16 September 2024

Interviews will be held on **Friday 27 September 2024**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

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Pate's Grammar School Foundation is an equal opportunities employer.