

# St Paul's Steiner School



<b>Job Title:</b>	<b>PA to Headteacher &amp; School Development Manager</b>
<b>Reports to:</b>	Headteacher
<b>Salary:</b>	up to £28,614 per annum
<b>Contract:</b>	1 Year Fixed Term with potential for further
<b>Hours:</b>	40 hours per week, 44.4 weeks p.a with 7.6 weeks leave including bank holidays
<b>Start date:</b>	ASAP
<b>Line management:</b>	N/A

Opportunity for some hybrid working after initial settling in will be discussed. This position will sometimes involve out of hours working to attend events in the evenings and weekends.

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St Paul's Steiner School is a small urban independent school with a rich curriculum based on the educational philosophy of Rudolf Steiner. The school has approximately 210 pupils between the ages of 3 and 14 years and is a member of the worldwide family of Waldorf schools. The PA to the HT and School Development Manager will be a dynamic, proactive member of the school team.

## Job Purpose:

This is a new post at the school. You will have proven experience of successful fundraising, grant applications and PR activities and an interest, understanding and experience in Waldorf education. You will be a dynamic and well-organised person, capable of initiating and following through on new projects, creating and maintaining effective relationships on behalf of the school and managing your own workload. You will be an excellent communicator with an understanding of the need for confidentiality in a school environment.

You will support the smooth running of the school with providing secretarial duties to the Headteacher as part of the week but also have agency over the outward looking development aspect.

## Key responsibilities of the role

### Fundraising and School Development Side

- To help to deliver the development strategy which supports the school's vision and strategic aims.
- Organising fundraising events
- Researching opportunities for, and submitting, effective applications for grants for development of the school site
- Researching opportunities for, and submitting, effective applications for grants for restoration of the building
- To liaise with School Business Manager and Facilities Manager in school development projects
- Maximising revenue from lettings and other activities
- To create a programme of out of school hours community use in line with our strategic plan
- Building relationships with key contacts in other schools, community groups and settings, and with local agencies
- Work on increasing cultural and community representation.
- Developing and maintaining links with likeminded organisations, both nationally and internationally and working closely with Waldorf UK.
- Developing and maintaining an alumni network

### PA to the Head teacher and HR functions of the school

- Assist in the management of day-to-day operations by providing secretarial support
- Keep up to date with developments and changes in legislation and guidance and communicate appropriate information to colleagues as appropriate.
- Support the Headteacher in advising and reporting to the trustee board and its committees as appropriate.

- To provide administrative support to the Head and HR functions
- Attend training courses as necessary.
- Participate in performance appraisal system.
- Create and maintain positive and supportive relationships with staff, parents, external community, and other partners including the trustees.
- Foster a positive and inclusive school culture that encourages community involvement and parent engagement.
- Undertake other duties which may arise from time to time.

## **PA to Headteacher & School Development Manager**

### **Qualifications:**

#### ***Essential***

- A degree or equivalent
- Some experience in relevant role needed

#### ***Desirable***

- Experience working in education or another regulated environment.
- A demonstrable interest in development and fundraising

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's Probation & appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The PA to Headteacher & School Development Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### **Person Specification**

- Well-developed written and oral communication skills
- Excellent interpersonal skills and the ability to interact effectively with staff, teachers, pupils, parents and the wider community.
- Computer literate, comfortable with MS Office tools (MS Word, Excel, Outlook) and familiar with social media platforms
- Experience working in education or another regulated environment.

- Self-starter, proactive, collegiate with drive and commitment
- A demonstrable interest in development and fundraising
- You collaborate and positively contribute to an inclusive culture.
- Excellent administrative, customer service, organisational, time-management skills.
- Commitment to ongoing professional development and learning in the field of education.
- Commitment to the highest standards of safeguarding
- Ability to be flexible and co-operative under pressure of time and the multifarious demands of School life.

This job description may be amended at any time in consultation with the postholder. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

## Notes

St Paul's Steiner School is committed to equality of opportunity. We encourage applications from individuals of any of the many BAME backgrounds.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of this post is subject to statutory clearance by Disclosure and barring Service and Teacher's prohibition list check. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer and online checks.