



St Faith's
PREP SCHOOL

REGISTRAR AND PA TO HEADTEACHER
CANDIDATE PACK



The School

From the street, all that is visible of St Faith's Prep is a handsome Victorian villa, but venture through the gates and you will discover a vibrant and exciting school, bursting with energy and the joy of learning.

St Faith's is an independent prep school and nursery for boys and girls aged two to eleven. Located in the village of Ash, we serve a broad catchment area covering much of East Kent, including Canterbury, Dover, Sandwich, Ramsgate, Herne Bay and all points in-between. With five acres of playgrounds, sports pitches, an all-weather court, swimming pool and distant views of the beautiful Kent countryside, the school and nursery offer extensive opportunities for outdoor play and learning.

Our happy, inquisitive children enjoy discovering the wonders of the world around them. Class sizes are kept small, allowing the school to provide individually tailored learning to ensure that each pupil achieves his or her potential. As a result, despite being non-selective, we have an outstanding record of success in the Kent Test, with a high percentage of our Year 6 leavers typically securing places at the local grammar schools. A good number of our talented Year 6 pupils also gain major scholarships to local Independent Senior Schools.

At St Faith's, pupils benefit from a broad and exciting curriculum in a safe and nurturing environment. On completing their time at the school, pupils leave happy, confident and well prepared for the next stage of their education. Competitive sport is highly prized, and pupils regularly take part in football, netball, hockey, cricket, rounders and cross-country competitions. Last inspected by ISI in 2022, the school was found to be 'Excellent'.

For more information on St Faith's Prep, please visit: www.stfaithsprep.com

Wishford Schools

Wishford Schools is a leading group of independent schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

The group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in education, compliance, property, legal, HR, finance, and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

Background

We are seeking a Registrar and PA to the Headteacher and this will give the opportunity for a hard-working, honest, dependable and self-motivated individual to work at St Faith's, which provides a happy and caring environment producing children who care deeply about one another and their school community.

Safeguarding and Pastoral care for each and every child is paramount in the thoughts and actions of all staff with the ultimate aim of ensuring that everyone is valued, and their many contributions appreciated.

There is a culture of reward and praise in the school and, as a result, academic, sporting and musical standards are important. The quality of behaviour and work ethic is also high in the classrooms resulting in children aspiring to great things. Competition is important in all aspects of the curriculum and we compete locally, regionally and nationally in many disciplines including spelling, essay writing, drama, Lego and maths to mention but a few. At St Faith's happy children openly display a love for learning and an enthusiasm for the school day.



The Opportunity

We are looking to appoint a dynamic, discreet and meticulous person to join a supportive, caring and professional team, providing support to the Headteacher and managing the admissions and pupil registers to ensure they are fully compliant.

The successful candidate will have excellent attention to detail, be highly organised and good with people, have strong communication and literacy skills, the ability to prioritise and multitask efficiently and a solid experience of working with IT, including Microsoft applications and database management. The role requires discretion and tact alongside a willingness to be an active part of a busy prep school environment.

We invite applications from candidates with an 'I can and I will' attitude to contribute further to standards of excellence, who love children and aspire to work in a happy and fulfilling environment. An affinity with independent schools would be an advantage, but experience of working within the sector is not a requirement.

Vacancy is commencing as soon as possible.

Hours of Work and Remuneration

This is a term-time position of 27.5 hours per week with some additional weeks in the school holidays (a total of 40 weeks per year). Hours of work during term time to be agreed but they will be between 8am and 5pm Monday to Friday, although flexibility may be required and some weekend or evening work may be required on occasion to support school events. Hours to be worked during the school holidays can be more flexible but need to be based on the needs of the school.

Salary up to £17,556.

Staff Benefits

- Pension contribution
- Induction, support and personal development including CPD
- Fee remission (means-tested)
- Complimentary lunches and refreshments
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools
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Application Process

To apply for this position, please complete an application online on TES - [link here](#).

The closing date for applications is 9am on Monday 29th April 2024.

We reserve the right to close the vacancy prior to the closing date should a suitable candidate be found so early application is encouraged.

Important Information

St Faith's Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Wishford schools are an equal opportunities employer and welcome applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Job Description

Purpose of the job

To support the school's growth and development by managing the registration process and to ensure that the register of pupils is up to date and compliant.

To support the Headteacher by helping to maximise productivity and increase efficiency.

Relationships

The post holder is directly responsible to the Headteacher and works closely with the School Business Manager, Marketing Manager, School Secretary and fellow office staff.

Main Responsibilities and Tasks

- Manage the admissions process, in conjunction with the Marketing Manager, supporting families from the point of registration through to joining the school.
- Manage the admissions and pupil registers, ensuring they are always up to date and fully compliant.
- Ensure the Headteacher's administrative needs are fully absorbed, working with the School Secretary to enable her to fulfil her responsibilities to the best of her ability.

Registrar

- In conjunction with the Marketing Manager, develop and implement the complete admissions process for the school from initial contact to pupil entry.
- Assist the Marketing Manager in arranging visits and tours, communicating arrangements to staff as required.
- In conjunction with relevant members of SLT, manage and implement the transition of new pupils.
- Manage the process of contractual Registration and Acceptance forms and liaise with the School Business Manager and Finance team regarding payment of registration fees and deposits.
- Manage the admissions information in the school's management information system.
- Work with the Marketing Manager to manage all written communications and distribution of relevant information to prospective parents, keeping them informed about the progress of their applications and about school events and news.
- Develop a positive rapport with all prospective parents, children and staff.
- Assist the Marketing Manager in preparing and updating joining literature for new pupils and parents.

- Attend Open Days and prospective parent events.
- Prepare admissions and pupil number reports.
- Work alongside the Marketing Manager to ensure a high profile for the school, demonstrating the highest standards of customer service.
- Manage all pupil records (past and present), inputting information into the management information system promptly and accurately, maintaining up to date records that are compliant with the relevant legislation and ISI requirements.
- Assist with governance visits and school inspections as required.

PA to Headteacher

- In conjunction with the School Secretary, manage the Head's diary and coordinate all calls on their time.
- To meet with the Head on a daily basis and to attend formal or informal meetings in support of the Head as required.
- Take, prepare and distribute minutes of various meetings as required.
- In conjunction with the School Secretary, manage all communication on behalf of the Head.
- Screen the Head's emails, replying and redirecting as appropriate, maintaining high levels of discretion and confidentiality at all times.
- To liaise closely and continuously with the School Secretary and SMT in terms of diary alignment and events planning, booking meetings and events as required.
- To carry out general office and administrative duties to ensure the smooth running of the school.

General

- Be aware of and comply with all school policies and procedures.
- Carry out all duties with regard to the School's policies, code of conduct and ethos.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, acting as a good role model for others.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out additional, appropriate duties within the context of the job, skills and grade.



Person Specification

Qualifications

- Highly literate.
- Sound numeracy skills.

Experience, knowledge and understanding

- An administrator with experience working as a PA and/or Registrar.
- An active understanding of how to support (and 'protect') the Head.
- An understanding of the independent school sector and experience of working in a busy school environment (desirable).

Skills & Aptitudes

- A highly personable self-starter with excellent presentation and people skills, and the ability to think and plan ahead.
- A strong communicator, both on and off paper, with first class people skills, having the courage and diplomacy to be able to handle difficult people elegantly, and the ability to unpick tricky and sometimes sensitive situations.
- Excellent organisational and administrative skills.
- The ability to work to deadlines.
- Strong IT skills.
- Ability to work well and remain calm under pressure in a busy school environment, where the children always come first.
- Ability to be discrete and maintain confidentiality.

- Be able to interact with children in a positive way.
- Ability to set high standards and to be a positive role model for staff and pupils.
- Be able to develop and maintain good professional relationships and contribute positively to all aspects of School life.

Disposition

- A confident and outgoing personality with ambition, energy, enthusiasm and commitment.
- Ability and passion to support superb care and education.
- Professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration.
- Flexible and adaptable.
- Tactful, diplomatic and patient.
- Commitment to the safety and welfare of all pupils.
- A 'can do' attitude and willingness to work hard to get things done.
- Strong team working skills.
- Commitment to diversity and inclusion.
- Personal warmth, good rapport with pupils, colleagues and parents.
- Appropriate levels of personal presentation.
- An understanding of, and commitment to, the School's ethos.
- Good sense of humour and the flexibility and willingness to be involved in School life.

Prep schools are wonderful places, but they are exacting and demanding of time and energy too. As such this is a role for someone who can manage their time flexibly in that environment. The rewards can be considerable in terms of satisfaction, personal fulfilment, feeling you can make a difference, and being recognised for it. It is also vital to like the company of children, and indeed, their teachers! St Faith's is a family and all staff play a central role in generating a highly positive atmosphere with colleagues, parents and children.