



The Purcell School
for young musicians



Executive Assistant to the Principal

INFORMATION FOR CANDIDATES



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Executive Assistant to the Principal

As Principal, I am looking to appoint a highly motivated and dynamic person to this senior role with whom I can form a close, supportive working relationship based on trust and confidence. This is a very exciting time for the School: our new Strategic Plan commits us to a significant development of all aspects of our work, including the development of the estate, the enhancement of our international profile and an enhanced focus on major fundraising initiatives, which I will lead – with your support! I am therefore seeking someone who can assist me to deliver the objectives of the Strategic Plan (as well as manage the many day-to-day demands) through impeccable organisation, representation and support.

As the first point of contact for my office, you will understand that you are my personal representative and, as such, a public representative of the School and you will recognise the need to conduct yourself accordingly. You will therefore be an outstanding communicator (both in person and in writing), have significant personal confidence and be comfortable engaging with a wide range of people including those you will know well (students, staff) as well as significant donors, visiting dignitaries and politicians, including the office of our patron, HRH The Prince of Wales and our President, Sir Simon Rattle.

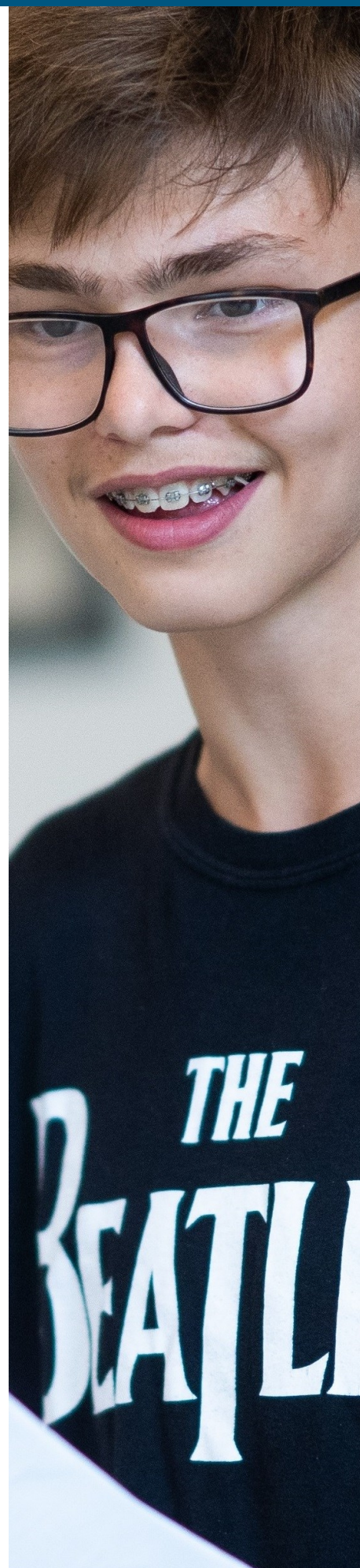
You will need to be significantly proactive and have the ability to look ahead and anticipate what I might need to undertake my duties, identify potential problems and “head them off” in advance. You will need to be calm and measured in all circumstances (including unexpected and difficult ones) and have the organisational and administrative ability to make up for my deficiencies! Confidentiality, discretion and a “sense of occasion” are all essential for this role, as is an impeccable eye for detail, the ability to manage your own work and to gently nudge me when I lose sight of mine! Some flexible working may be required from time to time when special events require it.

I am looking for someone who will enjoy a varied, demanding but stimulating working life and who will enjoy building a close working relationship with me in order to lead the School through the next chapter of its development. Should any interested candidates wish to have an informal chat/meeting with me about the role (to enable you to get a sense of whether we might work well together), please contact me directly at P.Bambrough@Purcell-School.org to arrange a time.

TERMS AND CONDITIONS

A highly competitive salary is available commensurate with the successful candidate's skills and experience.

There is a sixth month probationary period, with notice of one term on either side, after which the post will be confirmed, with a notice period of one term. This post is subject to regular appraisal.



HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting **Personal Statement** to the Principal as soon as possible. Please do not send a separate curriculum vitae.

The closing date for applications is **28th January 2022**. Personal statements should outline your relevant experience and evidence your achievements.

The selection process will include an interview and presentation. Candidates will be required to bring evidence of identity and qualifications to the interview. We will interview shortlisted candidates, in school, during w/c **7th February 2022**.

Applications should be made to the Principal, sent by email to recruitment@purcell-school.org.



CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Executive Assistant to the Principal

- All members of staff are ultimately answerable to the Principal
- Your line manager will be the Bursar

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

FOR THE ROLE

The nature of the role will always mean that the duties of the Executive Assistant will be dynamic and ever-changing, according to need. The successful candidate will need to understand and accept this as part of their role and have the capability to respond positively to any, and all, circumstances.

- To provide a full and confidential Executive Assistant service to the Principal and, on occasion, other members of the Senior Leadership Team
- To act as the Principal's representative in all dealings with both internal and external contacts (students, staff, parents, visitors, professional and musical colleagues, donors, VIPs etc.) and do so with confidence and gravitas
- To be the first point of contact for all stakeholders wishing to communicate with the Principal and to be able to "triage" requests exercising good judgement
- To organise and maintain the Principal's diary ensuring coordination with other Senior Leaders/stakeholders and anticipating needs well in advance to ensure all necessary arrangements are in place
- To ensure the Principal is fully briefed for all meetings/events and provided with the relevant documentation/resources/information
- To carry out research tasks for the Principal (and other members of the Senior Leadership Team as directed by the Principal)
- To ensure smooth communication with the Governing Body, management of the Governor's portal and to establish a good working relationship with both the Chair and Clerk to the Governors
- To take minutes at Governors meetings and committees
- To compile agendas for SLT (and other) meetings chaired by the Principal and to minute such meetings as required
- To monitor, manage and upload returns to external portals such as the DfE, ISI and ISC
- To set up and maintain a comprehensive school-wide diary, proactively collating information from different parts of the school on a timely basis and managing potential conflicts
- To liaise with the Local Authority when necessary, especially ensuring in-year student changes are reported
- To assist in the organisation of school-wide events (Open Mornings, Parent Evenings, Receptions etc.) on behalf of the Principal
- To accompany and assist the Principal with meetings and/or events involving significant donors, fundraising initiatives, local and national dignitaries and other VIP events

PERSON SPECIFICATION

Experience & Knowledge

Educated to degree level (or equivalent) or have significant relevant experience

Understanding of, and empathy with, the aspirations and motivations of young people

Excellent understanding of IT systems (Word, Excel, Publisher etc.)

Experience of working with SIMS and/or web management would be desirable

A good understanding of the workings of a school environment, and ideally Local Authority/Department for Education mechanisms

Excellent experience of positive engagement with a range of stakeholders

Ability & Skills

Outstanding organisational skills, people skills and communication skills

Ability to source, collate and manage information and data from a wide range of sources

Ability to work to under pressure calmly, prioritise tasks and multi-task

Ability to conduct school business in a professional and dignified way

Ability to spot potential problems in advance and ensure they do not happen

Ability to work accurately and without supervision

Personal Attributes

A positive, self motivated approach to work

Personal “gravitas” and an ability to work with discretion and discernment

Willingness to play a full part in the life of the School

A willingness to see the best in people, and situations, even when challenging

Personal warmth and the ability to connect with wide range of different people in a meaningful and appropriate way