



**BOURNEMOUTH SCHOOL
FOR GIRLS**

PA to the Headteacher/ Publicity and Events (Part-Time)

Bournemouth School for Girls





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Dear Applicant

Thank you for your interest in our role of PA to the Headteacher/ Publicity and Events.

This is an opportunity for a suitably skilled and personable candidate to join our office admin team, working closely to support our students to attain their best possible qualifications, future progression routes and enjoy their time at Bournemouth School for Girls. This role is a newly created one offering the opportunity to develop the role to best suit the needs of the school.

You will need previous experience in a similar role, preferably in education, excellent admin and organisational skills, strong inter-personal skills and a strong working knowledge of publicity activities and social media systems.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG was inspected in May 2024 and achieved an outstanding grading in all areas. The report commended the school for its high-quality education, exemplary behaviour and inclusive environment. Achievement is consistently high and BSG has maintained its position as one of the top state girls' schools in the country for both progress and attainment. A key aim is to be a great school to work and learn at.

This information pack contains details of the post, terms and conditions and the school. The role is a permanent, part-time role including two weeks working in the school holidays by agreement.

Applications need to be submitted on the application form for support staff which can be found on our website www.bsg.bournemouth.sch.uk

Applications may be submitted by post or by email to lmckenzie@bsg.bournemouth.sch.uk by the **closing date of 10am on Monday 3 February 2025. Interviews will take place week commencing 10 February.**

Should you have not been contacted by 10 February then please assume you have been unsuccessful. We appreciate your time in applying.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry out social media searches in line with the guidance in KCSIE 2024.





Job Description and Person Specification

Post Title: PA to the Headteacher/ Publicity and Events
Responsible to: Headteacher

Core Purpose of the Role

To provide a confidential and personal service to the Headteacher, carrying out a range of secretarial and administrative tasks and maintaining an efficient running of the headteacher's daily business.

To oversee publicity activities across the school, taking responsibility for key events and oversight of social media channels. Preparation of high-quality information promotional materials.

Key Responsibilities

Support to Headteacher

- Act as the first point of contact for staff, parents, governors and other stakeholders looking to speak with the headteacher by phone or in person, ensuring a professional and efficient process.
- Manage general enquiries and the school's email inbox, ensuring the school meets its expected response times and emails for the headteacher are acted upon.
- Assist staff, parents, governors and other stakeholders with information and support.
- Open and respond to mail addressed to the Headteacher, escalating to the Headteacher or other staff where necessary.
- Support the Headteacher to manage their workload, advising on priorities where appropriate and assembling reports and relevant information for meetings.
- Support the headteacher with the processing of legacy UCAS applications (i.e. ex-pupils).
- Respond to appropriate requests for information from Governors or external agencies.
- Maintain accurate records in efficient files and online systems.
- Support PSA (parent school association) trustees and assist with organisation of PSA events.
- Develop written communication that's professional and upholds the school's vision and values, ensuring outgoing communication is proof-read and of the highest standard
- Support members of the school's leadership team in the development and maintenance of the school calendar.

Publicity and Events

- To work with the Headteacher and SLT to promote the activities of the school through:
 - Production of high-quality promotional materials
 - Supporting events through enhanced promotion, programs, posters and templates
 - Producing information resources to stake-holders
 - Overseeing and coordinating social media channels
- Oversee and plan key outward facing events
- Co-ordinate, produce and circulate the half termly news bulletin
- Co-ordinating any press releases and information including distribution to news outlets



- Maintain a library of pictures for publicity use and coordinating update shoots
- Co-ordinate with the IT Technician to ensure an up to date and modern website
- Attend and support major school publicity events such as results days, community events and Founders' Day

Shared Admin Duties

- Using Arbor, the school's administrative system, provide information, produce reports and input or update data, as required (tasks are dependent on access rights throughout the team).
- Answer incoming calls to the school and divert or deal with accordingly.
- Act as a First Aider and, with other members of the team, deal with injured/unwell students.

Knowledge and Skills

Essential:

Qualifications and Experience:

- A minimum of GCSEs (or equivalent) in English and Maths at grade C or above.
- Proven experience in a similar role, preferably within an educational environment.
- Proficiency in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant IT software.
- Practical experience of promotional activities
- Practical experience of social media activities within a business environment

Skills and Abilities:

- Excellent organisational skills with the ability to manage multiple tasks and priorities effectively.
- High level of accuracy and attention to detail.
- Exceptional written and verbal communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Strong interpersonal skills with the ability to build effective working relationships with staff, students, parents, and external stakeholders.
- Capable of working independently and as part of a team.
- Competence in minute-taking and producing accurate records of meetings.

Personal Attributes:

- A proactive and flexible approach to work.
- A high degree of professionalism and personal integrity.
- An understanding of and commitment to the ethos and values of a grammar school.
- Patience, empathy, and a genuine interest in supporting the Headteacher and the wider school community.
- Resilience and the ability to remain calm under pressure.

Knowledge:

- An understanding of the education sector and the specific challenges and demands of a grammar school environment.



- Familiarity with school management systems (e.g., Arbor) and other educational software is an advantage.

Desirable Criteria

Qualifications and Experience:

- A-Level qualifications or higher education in a relevant field.
- Previous experience as a personal assistant to a senior leader in an educational setting.
- Additional qualifications in office management or related areas.
- Qualification in PR, publicity and events

Skills and Abilities:

- Advanced skills in Microsoft Office Suite, particularly in producing complex documents and presentations.
- Experience in event planning and coordination.

Personal Attributes:

- A willingness to engage in continuous professional development and training opportunities.
- Creativity and the ability to contribute ideas for school improvement and development.

Knowledge:

- Knowledge of safeguarding and child protection policies and procedures.
- Familiarity with current educational policies and issues affecting grammar schools in the UK.
- Knowledge of promotional activities, social media and PR

School Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- Recognise and respect the need for absolute confidentiality in relation to work content.
- To play a full part in the life of the school community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.
- To work in a manner that supports health and safety and safeguarding in the workplace.

Salary and Benefits

This role is 25 hours per week and paid for 47.15 weeks per year. Hours of work are 8am till 1pm Monday to Friday and is term time plus inset days and two weeks in the holidays. The role is offered on a permanent basis.

The post holder will be paid on Grade 8, £27,711 - £31,586 FTE.

26 days annual leave rising to 31 after five years' service.

Grade point incremental pay structure.

Local government average salary pension scheme.

Company funded health cashback plan and 24/7 on-line GP consultations (typically within 3 hours).



Access to salary sacrifice benefits such as cycle to work, childcare and electric lease cars.
Free use of new and highly equipped gym (conditions apply).
Free parking on site with electric car charging points at a staff preferential rate.

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

