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Personal Assistant to Group Director of Operations & Estates



**A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

**WE ARE CHANGE MAKERS**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

**KEY TASKS/MAIN DUTIES:** PA to Group Director of Operations & Estates

Are you highly organised with a flair for diary management? Do you enjoy working in a fast paced but supportive environment? If so we would love to hear from you!

At The Stowe Group we are looking to recruit an efficient and professional Personal Assistant to the Group Director of Operations & Estates. You will be expected to have a broad set of skills and be accustomed to managing conflicting priorities. As well as possessing excellent interpersonal skills, you should be a confident and effective communicator, both orally and on paper, and be comfortable liaising with colleagues and stakeholders at all levels, both internally and externally.

This role would suit a confident, engaging and forward thinking candidate who has had some experience in a similar PA or team support role and who is looking to work for an organisation which they can be passionate about.

**Salary:** £26,000 - £32,000 per annum dependent on experience

**Hours:** Full time (52 weeks) – Monday to Friday

**How to apply:** An application form and job description may be downloaded from our website [www.stowe.co.uk](http://www.stowe.co.uk/)

**Closing date: 29 May 2022**

**WHAT DOES THE STOWE GROUP OFFER YOU?**

As part of our Stowe Group family, you can access many benefits to include:

* 25 days annual leave plus 8 bank holidays
* Free meals, refreshments and parking
* Competitive pension scheme
* Discounted School Fees – 50% across all Schools
* Annual Golf Membership for colleague and immediate family
* Use of School facilities – gym/swimming pool for colleague and family
* Death in service benefit
* Wellbeing benefits including free Flu vaccination and eye tests
* 10% discount in the School Shop
* Learning and development opportunities

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly.

**Job Description**

**Job Title:** **PA to Group Director of Operations & Estates**

**Department:** **Operations and Estates**

**Accountable to:** **Group Director of Operations & Estates**

**Responsible for:** **No direct reports**

**Purpose of the job:**

To support the Group Director of Operations & Estates. The role will involve traditional office management, PA and secretarial duties combined with project support and executive responsibilities.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder shall act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular, we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. A Christian community aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance

**Key Responsibilities and Accountabilities**:

* To act as the first point of contact for all operational issues not managed directly by individual Heads of Department (HoD)
* To provide a full range of secretarial and administration tasks for the Group Director of Operations & Estates (GDOE)
  + Manage the diary of the GDOE
  + Manage the GDOE’s inbox
  + Support the preparation of Governors Reports
  + Arrangement of meetings with Stakeholders
  + Taking and production of minutes

**Key Tasks:**

1. To manage the GDOE diary and support their daily responsibilities.
2. To provide secretarial support to and ensure actions are followed up from the following meetings chaired by the GDOE:

* Termly Health and Safety Committees – preparation of agenda and minute taking
* Weekly Heads of Department (HoD’s) meeting – minute taking
* National Trust quarterly meetings – preparation of agenda and minute taking
* Monthly Operations Board meetings – preparation of agenda and minute taking

1. Support the preparation of papers for the

* Estates Governors
* Financial
* Full Governors
* External Stakeholder Meeting

1. To assist the GDOE in preparing for all other meetings, by collating briefing material and supporting papers, highlighting key issues, and ensuring timely attendance.
2. To circulate agendas and announcements on behalf of the GDOE, answering and resolving any resulting questions.
3. To liaise with Stowe Group Executive Management Team, Prep School Senior Leadership Team and HoD’s and their teams to request information, whilst following up actions on behalf of the GDOE, thereby ensuring the appropriate preparation for each meeting and availability of all relevant documentation in advance.
4. To maintain annual leave records for the Direct Reports of GDOE.
5. To create presentations using PowerPoint and briefing papers.
6. To organise regular “one to one” meetings, mid and end of year reviews for the Direct Reports of GDOE.
7. To co-ordinate the signature process for authorised expenditure, collating expense claims, raising Purchase Orders, and following them up accordingly.
8. To set up and maintain systems, files, records, electronic records, and procedures to provide efficient administrative processes, seeking ways to improve the current processes/ways of working across the Directorate.
9. To take the lead in resolving queries accurately and in timely fashion taking down and transmitting clear and detailed messages and dealing with matters confidentially and efficiently.
10. To arrange room bookings and prepare for meetings.
11. To co-ordinate ad hoc projects as required.
12. To manage post prioritising and dealing with items where necessary. Carry out photocopying, binding and order stationery when required.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: April 2022

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Advanced proficiency on Microsoft Office products - Word, PowerPoint & Outlook. | * Experience in Microsoft SharePoint |
| **Specialist Skills & Experience** | * Senior secretarial and advanced administrative skills. * Complex diary management. * Ability to plan ahead. * Ability to effectively follow through on tasks requested of other people. * Excellent communication and organisational skills. * Good numerical skills. * The ability to work with a proactive and flexible approach in a busy environment, juggling many priorities. | * Experience working in a fast-paced, people-oriented environment requiring interaction with teams at all levels. |
| **Personal Qualities** | * Initiative. * Creative flair. * Attention to detail. * Fluent spoken and written English. * An ability to work autonomously and take ownership of all aspects of the role. * Prepared to work beyond the scope of the role. |  |