

THE BLANDFORD SCHOOL

CONTEXT STATEMENT

JOB TITLE: PA TO THE SENIOR LEADERSHIP TEAM/OFFICE MANAGER

GRADE: 9

JOB EVALUATION REFERENCE: XS 714 (PA TO THE HEADTEACHER WITH ADDITIONAL RESPONSIBILITY FOR PERSONNEL AND OFFICE MANAGEMENT)

The Blandford School is a successful school with high aspirations for our students. The school was inspected by Ofsted in April 2024 and achieved Good in all areas.

Job Introduction

The postholder will provide a support service to the headteacher and senior leadership team and be an ambassador for the school; excellent interpersonal skills are essential.

As Office Manager and Personnel Manager there will be direct line management of some members of support staff; the postholder will be the contact point for support staff overall.

There are some flexible hours included in the role which will assist the school during demanding periods, for example during Ofsted inspections.

Confidentiality; discretion; loyalty and resilience will be essential; the school is busy during term time and there will be competing demands which will need to be prioritised and handled swiftly. The postholder will need to be calm in a pressurised environment, solution focused and have a good sense of humour.

The post holder will report to the headteacher.

Liaison

The Blandford School is a maintained school, the post holder will liaise with Dorset Council and North Dorset Locality. Key links are as follows: Chair of Governors, the Full Governing Board and the Clerk to Governors; staff; students; parents and carers; Dorset headteachers; community contacts.

Other information

- References in the Person Specification provided by Dorset Council regarding Criminal Records Bureau checks should be replaced by DBS and Single Central Record checks.
- The postholder will be named as Complaints Officer and will triage any complaints as they are made, with the full support of the headteacher and senior team.
- The postholder will oversee school policies and liaise with the Clerk to Governors to ensure compliance.
- The postholder will cover the Cover Manager if they are absent.



- The other key responsibilities and duties will develop once the post holder is in post.

Qualifications/Experience

- Significant previous experience in a PA/secretarial role is required
- Minimum of grade 4 (or equivalent) GCSE English and Mathematics
- Knowledge and experience of a range of software applications will be expected, for example Microsoft Office
- Computer based/typing qualifications
- Evidence of continuing professional development

Resources

- Office PC, printer, scanner, other computer related peripherals

Hours

- Term Time, three weeks in the holidays including the last week of the summer holiday and two flexible weeks plus 5 inset days.
- 37 ½ hours a week
- The flexible hours may be required for slightly longer days at pressurised time e.g. an Ofsted Inspection; to cover the Cover Manager if they are absent

Applications

- For an informal discussion about the role or to arrange a visit please contact dempson@blandfordschool.org.uk
- Please send completed application forms to aphillips@blandfordschool.org.uk
- The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure/Barred List and acceptable references. All applications must be made either by completing the application form. CV applications will not be considered.

