



## **INFORMATION PACK**

### **PA to the Bursar**

**Closing date: Midday, Thursday 30<sup>th</sup> January 2020**

**Interview date: Wednesday 5<sup>th</sup> February, PM**

## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

A handwritten signature in black ink that reads "H. L. Pike". The signature is fluid and cursive, with "H. L." on the first line and "Pike" on the second line.

## PA to the Bursar

### The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

### Application Process

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)). All documentation should be sent no later than **Midday, Thursday 30<sup>th</sup> January 2020**. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on Wednesday 5<sup>th</sup> February in the afternoon and will be in contact with shortlisted candidates by telephone. \**We reserve the right to conduct interviews at any time during the recruitment process\**

**Referees may be contacted in advance; however, this does not necessarily mean that a candidate will be called for interview. Please make it clear in your letter of application if you do not wish the school to contact your referees at this stage.**



## The Role

The School is seeking to appoint a PA to the Bursar, who is responsible for overseeing the day-to-day management and effective delivery of the School's support services, including Finance, Estates, Facilities, HR, Health and Safety and IT. The Bursar also acts as the Clerk to the Governors. The PA to the Bursar is a new role that will provide essential comprehensive administrative and secretarial support to the Bursar. The Bursar's PA will ensure the smooth running of the Bursar's office, providing an efficient and discreet service to fellow staff members and external stakeholders. Frequently confidential and sensitive matters must be dealt with in the appropriate manner.

Duties of the role will include, but not be restricted to:

- Planning and managing the Bursar's diary, appointments and reminder systems, in order to make the most effective use of his time and ensuring the smooth running of the office
- Dealing proactively with all incoming and outgoing correspondence to and from the Bursar's office, including drafting letters and emails, in order to ensure appropriate and timely responses to all communications
- Receiving the Bursar's visitors, incoming telephone calls, other messages and, if required, emails; responding on behalf of the Bursar to routine enquiries. Ensuring that all visitors and callers to the Bursar's office receive an efficient, professional, approachable and welcoming service
- Preparing and processing documents, reports and presentation materials to a suitably high standard, and to agreed timescales, using appropriate software packages
- Planning and organising internal and external meetings/interviews as required by the Bursar, ensuring that appropriate information, facilities and refreshments are provided; making travel arrangements if required

- Preparing agendas and papers for meetings, taking minutes where needed
- Supporting the Bursar in his role as Clerk to the Governors, including administering and organising Governors' Board and Committee meetings, ensuring that all meeting documentation is uploaded onto BoardIQ, the electronic portal, in a timely fashion, and corresponding with Governors on behalf of the Bursar
- Fostering a service-oriented 'can-do' approach and a culture of support within the support departments, ensuring mutually supportive working relationships between academic and support staff
- Developing administrative systems and maintaining records and databases as required by the Bursar. This may include information about members of staff and pupils, so must be managed in accordance with data protection requirements

### **The Candidate**

The successful candidate will be able to demonstrate:

- Proven experience in a similar role
- Substantial senior secretarial and administrative experience, working in a complex environment; and a demonstrable pro-active approach to planning and prioritising work on their own initiative
- Accuracy and thorough attention to detail, as well as first rate organisational skills
- Excellent inter-personal and communication skills, along with a diplomatic and discreet outlook
- Proficient use of Microsoft programmes, including Word, Outlook, Powerpoint and Excel
- A willingness and ability to 'roll up sleeves' in an emergency as and when needed along with a professional, unflappable and approachable demeanour

- The ability to maintain a high work-rate and to cope with a range of tasks and competing priorities
- Excellent command of written and spoken English
- Sufficient numeracy to deal with statistical data
- A good telephone manner and ability to deal with visitors and callers in a calm and courteous way
- A high level of personal integrity, honesty, enthusiasm and stamina

Previous experience within an educational environment will be desirable, but not essential.

We are looking for a team player with a positive, cheerful attitude and a willingness to become involved in the life of the School. Given that occasional weekend/evening work will be required, a flexible approach to work is desirable.





## **Remuneration and Other Benefits**

This is a full-time, (08:15-17:00, Mon-Fri) position. The salary will be commensurate with the experience and qualifications of the successful candidate.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

All staff are entitled to the use of School sports facilities when available. A free lunch is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

## **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We will also require sight of the originals of relevant original ID documentation and degree certificate(s).

## **Additional Information**

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make a formal request to the Usher (Senior Deputy Head) for a parking space. If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.