Bablake School

HEADMASTER'S PERSONAL ASSISTANT
A message from the Headmaster
Thank you for your interest in Bablake. I hope that the following introductory notes will give you an impression of our school, and will help you to decide whether or not to submit an application. Our last inspection report described us as “a happy community of successful learners”, and it is undoubtedly true that both pupils and staff make the school a very positive, warm and dynamic environment in which to work. Those who join us have no regrets, are fully committed to our aims, and only leave for promotion, relocation or retirement.

Context
Bablake is an HMC independent co-educational day school, with 760 pupils, including 230 in the Sixth Form. There is an even balance of boys and girls, who share rich opportunities and encourage one another in their endeavours. The main point of entry to Bablake is at the age of 11, when up to 120 pupils join, of whom one third come from our Junior School. Entry is governed by academic ability, and the availability of Bursaries and Scholarships allows us to assist almost 30% of pupils financially. This, combined with the relatively competitive annual fee (£10,200), ensures that pupils are drawn from a wide range of social and cultural backgrounds; it is a real strength of the school. For those seeking selective co-education, Bablake is often the natural first choice for pupils from primary and preparatory schools throughout Warwickshire and the West Midlands. There is healthy competition for places, and it is not surprising that the vast majority of pupils obtain 10 GCSE passes at grades A* to C. Over the last three years, GCSE grades have averaged 66% A* or A grade (a record 70% A*/A in 2014), with 79% of A Levels graded A* to B; record A level results (55% A*/A) were achieved in 2013 and 2014 (19% A*), and 81% of students were accepted by their first-choice university. Bablake is one of five schools in the Coventry School Foundation, which comprises Bablake Senior and Junior Schools, Bablake Pre-preparatory School at Cheshunt, and King Henry VIII Senior and Preparatory Schools.

Situation
The school occupies an attractive, green site approximately 1 mile from Coventry city centre, and is easily accessible by road from surrounding towns and villages. Coventry itself is undergoing healthy regeneration after the loss of some manufacturing industry, and is surrounded by some beautiful countryside in the heart of England. The school enjoys the educational, artistic and historical benefits of its proximity to Warwick and Coventry Universities, Birmingham, Royal Leamington Spa and Stratford-upon-Avon.

History and facilities
The school was founded in 1344, but has occupied its current home since 1890. The main impressive Victorian building has been constantly upgraded and improved. More recent additions and improvements have included a Languages Block (1991), a Junior School (1993), an English, Drama and Music Block, including Theatre (2000), new Science Laboratories (2004), refurbishment of the swimming pool (2005), a Library extension (2005), a new multi-media Language Laboratory (2006), a Memorial Garden (2009) and new indoor and outdoor sports facilities (2008-15). There has been a gradual improvement of all teaching areas (including a staged refurbishment of Science laboratories), so that all departments have their own suite of rooms and staff areas, as well as having access to ICT equipment including multi-media projectors and interactive whiteboards. There are 40 acres of excellent playing fields about one mile away from the school. Next to these is the Coventry School Foundation Astro Turf facility, which is shared with our sister school, King Henry VIII; this was completely refurbished in 2014. Development of the Sixth Form Centre and enhancement of other facilities is planned.

Opportunities
Co-curricular activities, including sport, music, drama and the Duke of Edinburgh’s award scheme are enthusiastically pursued and supported by staff and pupils alike, as is a vigorous programme of community service and charity fundraising. The Combined Cadet Force is one of the largest volunteer contingents in the West Midlands. There is a vibrant House system. In recent years the school has been represented in national finals for netball and indoor hockey, with the rugby, hockey (boys’ and girls’), cricket, cross-country and athletics teams regular winners of local and regional competitions. There is a full and varied programme of visits and tours, both at home and abroad.
Working at Bablake
Staff are all well qualified and enthusiastic, and have high expectations of themselves and their pupils. We have received another outstanding inspection report (March 2014): “The school fully meets its aims of developing character, intellect and physical well-being within a happy, scholarly and caring community.” The school has a strong reputation for pastoral care, and teaching staff are committed to co-curricular activities. Generous fee remission for the children of permanent staff is available at all Foundation schools (from age 3). There is an excellent and loyal support staff, who understand their vital role in contributing to pupils’ growth and achievements.

Individuals at Bablake are nurtured and encouraged to develop their own talents, to make the most of opportunities and to grow in self-esteem. There is a strong sense of consideration for others within an outward-looking and friendly community.

Do consult our website (www.bablake.com) for a fuller description of the school, and for our latest news. Our most recent ISI inspection report can be found on our website or at www.isi.net.

John W Watson MA
Headmaster

HEADMASTER'S PERSONAL ASSISTANT

Hours of work: This is a full-time post: 8.30am – 4.30pm five days weekly or by agreement during term-time (with one hour unpaid for lunch), and 8.30am – 3.30pm during Bablake school holidays. Holidays are to be taken during school holidays.

Salary: £27,513 per annum

The Headmaster’s Personal Assistant (PA) is responsible to the Headmaster (the school’s CEO) for ensuring the smooth and efficient running of a very busy office, including the management of his diary and communications. He/ she will take pride in playing a leading role in the support of our pupils’ education.

The Headmaster’s PA also manages the School’s administrative team which ensures the smooth running of all administrative procedures within Bablake; he/ she may therefore be called upon to perform administrative tasks as directed by the Headmaster or anyone acting on his behalf. The administrative team consists of: the School Office, with School Office Manager; three Administrative Support Secretaries; and the Reprographics Technician.

Person specification
The Headmaster’s PA will:

- have strong ICT skills and be proficient in the use of Microsoft Office, especially Word and Excel.
- have a good standard of accurate written English (as evidenced by academic qualifications).
- have excellent communication skills and a professional and diplomatic manner, both in person and on the telephone.
- have experience of working in a busy office environment within a large organisation or a school.
- have undertaken training in office or business skills.
- work well individually, using his/ her initiative where appropriate.
- work well as part of a team.
- be able to maintain unquestioning levels of confidentiality and loyalty.
- be flexible, able to multi-task and to juggle conflicting demands.
- be well-organised, efficient and reliable.
- be able to work calmly and cheerfully under pressure.
- be positive and always willing to lend support as reasonably requested.
- preferably be educated to degree-level or equivalent.
- preferably have a qualification in office or business skills.
preferably have some experience of managing others.
preferably have some understanding of a school’s day-to-day operation.

Job description:
The main task is to provide a comprehensive secretarial service to the Headmaster as set out below:

1. Receive parents and other visitors, make appointments, filter telephone calls and e-mails, maintain diaries, take minutes as required.

3. Process correspondence, deal with enquiries and reply to correspondence on clerical/administrative matters, as delegated by the Headmaster.

4. Maintain and update manual and computerised records and filing systems relating to pupils, staff, former pupils and other school matters, and produce standard statistics, complete returns and assist with the provision of information as required.

5. To oversee personnel recruitment, including being a DBS counter-signatory.

6. To be responsible for the complete recruitment process from advertising to interview.

7. Liaise with agencies on recruitment advertising, locally and nationally, and with parents and external bodies, as required.

8. Assist the Headmaster, as required, in the preparation and update of School policies.

9. At the start of each academic year, produce for the Headmaster and the Deputy Heads, a full and complete list of all pupils in the school, including their age, form, addresses and details of any financial assistance.

10. Take minutes for the Heads of Departments meeting and other meetings as required.

11. Assist at the annual Open Evening and Morning as required.

12. Keep records of the support staff appraisal system.

13. Give occasional support to the Deputy Head Pastoral with Child Protection issues.

The job description is not exhaustive and changes may be made to reflect the expertise of the post holder and the needs of the school and the Headmaster. No change will be made without prior consultation and agreement with the post holder.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Head.

Bablake School is committed to safeguarding and promoting the welfare of children and young people, and this is reflected in its recruitment procedures. Successful candidates for posts are required to undergo an enhanced DBS disclosure.

An application form, accompanied by a covering letter and curriculum vitae, should reach the Headmaster as soon as possible, and no later than Monday 11 April, 12 noon. Interviews will occur shortly thereafter.

Please e-mail your application to hmsec@bablake.coventry.sch.uk. There is no requirement to post a hard copy at this stage.