



**TUDOR
HALL**

Executive Assistant to the Bursar and
Assistant Clerk to the Governors
INFORMATION PACK



The Schools

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways — academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2023 42% of A level grades were A*/A and 68.8% A*-B. At GCSE, 49.4% of grades awarded 9-7 (A*-A) which is above the Independent School sector average and 79% of grades were awarded 9 - 6 (A*-B).

Carrdus School

Carrdus School is the Tudor Hall preparatory school. It is an independent co-ed day school for pupils aged 3 to 11 years old. Highly respected in the locality, it has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It has approximately 110 pupils, single class entry and a staff of 30.

Both schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



For further information about the schools, please visit www.tudorhallschool.com and www.carrdusschool.co.uk

Executive Assistant to the Bursar and Assistant Clerk to the Governors

The Executive Assistant to the Bursar who acts as Clerk to the Governors (EA to the Bursar) will manage the office of the Bursar, coordinate routine activities and oversee the administrative staff in the school office, and assist the Bursar & Clerk to the Governors in supporting the governing body at Tudor Hall and Carrdus Schools. The successful candidate will plan, coordinate, direct and design operational activities for the school office, ensuring that the office operates efficiently delivers consistent, high quality and professional support to all departments of the School.

Relationships

Reports to:	Bursar and Clerk to the Governors
Line Management for:	Senior Administrative Secretary, School Events Coordinator, Travel Administrator, School Receptionists
Liaison with:	Governors, Senior Leadership Team, EA to the Headmistress, HR Manager

Duties and Responsibilities

The role includes, but is not limited to, the following specific areas of responsibility:

Bursar's Office

- managing the Bursar's diary;
- managing routine correspondence;
- coordinating activity under the direction of the Bursar;
- Leading and administering the process for Policy reviews;
- Providing administrative support for Bursary applications;
- providing administrative support for the Clerk of the Governors in support of the governing board and its committees including:
 - o acting as Secretary for all meetings of the Governing Body and supporting committees;
 - o maintaining the annual calendar of governing board meetings;



- o supporting the Clerk to the Governors in the preparation of documentation for governors' meetings, ensuring that all the appropriate paperwork is ready before meetings and distributed to governors in line with the terms of reference;
- o taking high level summary minutes of each meeting and circulating draft minutes to the committee Chair prior to publication;
- o the Bursar's Executive Assistant will be responsible for ensuring all action points are being undertaken between meetings;
- o ensuring rooms and appropriate hospitality are booked for all meetings;
- o keeping all personal information of members of the governing board up to date, including names, addresses, categories of membership, terms of office, individual and whole-board training and, in conjunction with the HR manager, governor DBS checks, ensuring all governors have an up-to-date DBS check and section 128 check in place;
- o administering the recruitment and induction of new governors;
- o providing support for any other governance administration, as required.

School Office

- supervision and line management of the School Office staff;
- maintaining (and implementing where required) office procedures and administrative systems to ensure the smooth and efficient operation of the school office services, liaising with IT, Facilities and Domestic Services teams as required;
- budget holder and oversight of school postage (franking machine) and all office supplies;
- ensuring the Tudor Hall reception desk is staffed during school working hours (8.00am to 6.00pm) and as required in holidays and that the school telephone number and email address is monitored regularly during school holidays;
- ensuring effective communication between the office team and the Senior Leadership Team, as required;
- overseeing effective maintenance of pupil files, working closely with the Admissions department, the Pastoral Administrator and the Data Manager;
- contributing to the overall success of the school by actively supporting colleagues, covering or delegating office staff duties, as necessary;
- actively participating in the appraisal process (for self and office team) and reviewing job descriptions in line with the changing needs of the school and the department.



Other Compliance

- ensuring that all School Office administration and data processes are compliant with GDPR;
- providing assistance to the Bursar in the implementation of the school's data protection policy and procedures, and taking appropriate action in the event of a data breach;
- managing the school's policies including ensuring they are reviewed by senior staff and governor committees, and then promulgated once amended;
- assisting the Bursar with preparing and submitting child student visa applications from international pupils, ensuring the school is compliant with the latest Visas & Immigration rules and that pupils have the appropriate visa or settlement status to study in the UK;
- assisting the Bursar with the administration of fees assistance applications.

General

- adhering to Health and Safety regulations at all times;
- attending INSET days and participating in training and professional development as required;
- undertaking any other task reasonably required by the Headmistress or Bursar.

This list is not exhaustive and may be varied from time to time.

Person Specification

Formal Education & Qualifications

- o a relevant degree or significant equivalent experience.

Knowledge & Experience:

- o proven experience in office management and leading and managing office teams;
- o understanding of the use of personal and sensitive data and GDPR;
- o experience in the education sector
- o high level of IT literacy including significant and detailed knowledge and experience of Microsoft 365 and associated software (Outlook, Sharepoint, Onedrive, Word, Excel)

Personal Attributes

- o excellent interpersonal, communication and organisational skills, with the ability to communicate with staff across all levels;
- o self-starter, with the ability to plan, prioritise and work methodically and accurately with great attention to detail;
- o ability to successfully lead and motivate teams, work well under pressure and prioritise and delegate daily workload, as required;
- o sound problem-solving skills
- o a high degree of literacy to take accurate, non-verbatim minutes of meetings and draft other correspondence;
- o discreet and tactful in all matters where sensitivity or confidentiality is critical;
- o a flexible approach to hours and duties, including working occasional evenings to attend and minute meetings;
- o in sympathy with the Christian ethos of the school.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy and the Staff Code of Conduct.

Tudor Hall is committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

Terms and conditions as per Employment Contract

Hours:	Full time (52 weeks per annum) 40 hours a week, Monday to Friday, with occasional longer hours to support Governor meetings.
Term:	Permanent
Salary:	Depending on experience. Salary is paid monthly in arrears on the 28th of the month and salaries are reviewed annually on the 1st September each year.
Holidays:	6.6 weeks holiday to be taken in school holidays. Bank holidays that fall in term time will be working days.
Pension:	Enrolment on school's defined contribution pension scheme.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	In the absence from duty owing to illness, salary will be paid for the following periods: <ol style="list-style-type: none"> i. in the first three months of service — 7 days ii. in the first year of service, after three months — 4 weeks
Notice:	By you giving the School not less than four weeks' written notice of termination of employment. By the School giving you written notice of termination of employment as follows: during the first four years of continuous employment not less than four weeks' notice; during the fifth to twelfth years of continuous employment not less than one weeks' notice for each complete year of continuous service; after twelve years of continuous employment not less than twelve weeks' notice.

Other benefits

Remission of fees:	In line with the current policy of the Governors, subject to the usual standards and procedures for admission (currently 40% remission of day fee at Tudor Hall and at Carrdus School, pro-rata for part-time staff).
Dining and refreshment:	Free meals whilst on duty in term time and other facilities throughout the day.
Sports and leisure:	Use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly activities during term time (eg yoga, Groove aerobics, running club, etc).
Wellbeing:	Staff have access to a confidential advice and telephone support service. Free parking on site.

How to apply

Please send a covering letter addressed to Mr Adrian Bettridge, Bursar summarising your suitability for the post along with the completed application form.

The closing date for applications is 10:00 on Monday 18th December 2023.

Interviews will take place in the same week or week commencing 2nd January 2024.



TUDOR HALL