

Fettes College

PA to Deputy Heads



The Role

An opportunity has arisen for an exceptional candidate, reporting to the Senior Deputy Head and also working for the Deputy Head (Academic) and the Deputy Head (Pastoral) [“the Team”] to provide a comprehensive confidential support service and to be responsible for the efficient organisation of the team supporting the Head. This is a key role within Fettes and requires someone who is highly experienced in managing a multi-faceted schedule while remaining always responsive to the individual needs of parents, students, staff and members of the Senior Leadership Team.

The role is a particularly busy one, therefore the candidate must be able to work in what is sometimes a high-pressure environment.

The ideal candidate will have worked closely with individuals at a senior level within an organisation and will be able to demonstrate very sound judgement, courtesy,

patience and loyalty, all mixed with a degree of firmness and resilience. The candidate must be pro-active and a self-starter, motivated to succeed and able to plan ahead and foresee problems as or preferably before they arise.

Key Responsibilities

The PA to the three Deputies is responsible for the effective running of those that closely support the Head and the school. The list below is not exhaustive but the post holder will:

GENERAL:

- Ensure that the Team are prepared for all meetings and that all papers are prepared in a timely manner;
- Co-ordinate and support the review of school handbooks, policies and procedures that fall under the remit of the Team;
- Have an overview of the electronic diaries of the Team and co-ordinate meetings as required;
- Act as an initial contact for staff and outside parties who wish to speak to the Team and deal with all enquiries;
- Facilitate all correspondence to and communication from the Team including preparing draft letters and other key documents;
- Organisation of school events throughout the academic year – this will require attendance on occasion;
- Responsible for the management of the budget for the Senior Deputy Head;
- Collate information required for annual surveys including the annual online return for the Care Inspectorate;
- Prepare and publish Staff and other Meeting Minutes as required;
- Support the Senior Deputy Head with recording disciplinaries on the student database (iSAMS);
- Liaison with School Office on events, school trips, etc.

HUMAN RESOURCES

- Support the Deputy Head (Academic) and the Human Resources Manager in the recruitment of teaching staff, which includes full administration and coordination of the recruitment and interviews, new starter and leaver processes;
- Update and manage the Teaching Staff General Teaching Council Scotland (GTCS) information and the Scottish Social Services Council (SSSC) registrations.

Person Specification

Qualifications and Skills

- Highly organised with a professional and confidential approach
- Experience of delivering efficient and effective support to senior management.
- Excellent interpersonal skills, with the ability to remain calm, polite and cheerful
- Excellent use of written English, especially regarding spelling and grammar
- High level of accuracy and excellent attention to detail
- Proven ability of managing complex diaries
- Experience of forward planning and an ability to work to deadlines within a busy environment
- High level of competence in the use of Microsoft Office 365 (Word, Outlook, Excel, OneDrive/SharePoint, OneNote); a working knowledge of Firefly and iSAMS would be advantageous
- Experience of working on own initiative with minimal supervision
- Ability to think proactively and prioritise work
- Experience of supporting HR functions would be highly desirable
- Previous experience of working in an education environment may be an advantage

Personal Qualities

- Ability to respect confidentiality and operate with absolute discretion
- A willingness to initiate and support change
- Interact positively with staff, students, parents and visitors
- Ability to forge good working relationships with a large cross-section of staff and external contacts
- Energy, enthusiasm, reliability, resilience, dependability and initiative
- Committed to upholding the integrity and values of Fettes College



Benefits

The role is a full-time position and the hours of work are from 8.30 am – 5 pm, Monday to Friday, with one hour for lunch. There may be the need to assist with occasional evening or weekend functions/events.

Annual Salary: Dependent on experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days' holidays and 8 days' public holidays, generally taken outside term time.
- Free parking on the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city as well as both railway stations.
- Membership of Westwoods Gym and Health Club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life Insurance scheme.
- Excellent Employee Assistance Programme (EAP).

- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

Application Process

The closing date for applications for this role is **Monday, 15th April 2024**, with initial interviews taking place shortly thereafter. Start date is Monday, 19th August 2024.

To apply please go to our website: www.fettes.com and follow the link for this vacancy.

In addition to a CV, all applicants are asked to provide a covering letter setting out how they meet the person specification and what they feel they can bring to this role. Our Senior Deputy Head, James Weatherby, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com.

An offer of employment will be subject to two satisfactory references and, in view of the contact you will have with children during your normal duties, a clean report being obtained from the Disclosure Scotland PVG Scheme.

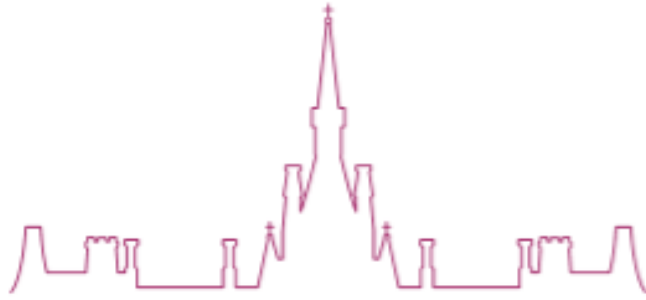
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact our DEI Lead, Sadia Hussain-Savuk: s.hussain-savuk@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep School for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing our students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boys' school which started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

