Candidate Brief
Head's Personal Assistant
Broomwood Pre-Prep

BROOMWOOD

Build YourBEST Career



#BeYourBEST



Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

#BeYourBEST at Broomwood.

Becoming your BEST...



At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We want the very best so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We want people who are hungry to give their best and, in return, we will ensure that we make working at Broomwood one of the best decisions of your career.

At Dukes Education...

As a member of the Dukes Education family, staff have access to myriad training opportunities and some of the most exciting ideas and practices within education today. We believe in continual education and we will continue to support staff who are keen to learn as well as teach.

I hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.

Kevin Doble
Principal and Head of Broomwood Prep-Boys

Welcome



Thankyou for considering Broomwood and I hope to meet you in person to tell you more about our wonderful school. The Pre-Prep is the first stage in the broader Broomwood journey and it's our job to get it right – and we do. We offer children a glorious, happy and stimulating start to school life that enables them to learn the important building blocks of education and we do so in a way that makes learning fun and relevant. We are passionate about teaching, creating a new and modern curriculum whilst also incorporating lifelong skills through our learning powers of resilience, confidence, communication, curiosity and independence.

We are a team of dedicated and hard-working educators who enjoy working together and who deliver fantastic results, both academically and in the wider curriculum.

This is an exciting time to be joining us too – with new branding, a new pre-school and big renovation and investment plans.

If you are someone who is passionate about giving children the very best start to their education then Broomwood pre-prep ticks that box. Even better – if you are the sort of person who's not afraid to dress up, roll-up your sleeves and muck-in, we know you'd fit in.

I look forward to meeting you.

Caron Mackay
Head of Pre-Prep

The Best of All Worlds



Broomwood is an academically ambitious, yet pastorally kind group of schools working together under one Principal, but with separate sites under autonomous, yet collaborative Heads. It consists of a co-ed pre-prep (currently Broomwood Hall Lower School) a girls' prep, (currently Broomwood Hall Upper School), and a boys' prep (currently Northcote Lodge). Currently operating as Northwood Schools, in 2023 we will unite under one name and one brand to symbolise the seamless educational journey from Pre-Prep to Prep schools.

Broomwood will continue to equip and inspire boys and girls to #BeYourBest by giving them the very best of ALL worlds: a joyful co-educational start to education at the age of 3 or 4 in a bespoke, specialist Early Years centre within a wider school setting, with a seamless transition to single-sex, yet highly collaborative, prep schools at the age of 7 before departing for some of the best schools in the country at the age of 11 or 13 – both day, boarding, co-ed and single-sex.

Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

At Broomwood we believe that, together, our schools offer girls and boys an extraordinary education. A bespoke, dynamic and rich journey where pupils develop their own passions and talents, as well as being stretched in new directions, so they become the best version of themselves. With success celebrated nationally, we're determined our pupils experience even more opportunities to grow.

Because we Believe in every girl and boy, helping them develop their unique passions and talents, because our forward-looking culture encourages pupils to Embrace change, because we strive to ensure every individual Succeeds in a culture of collaboration and Togetherness, our promise is to inspire and equip every Broomwood pupil to

#BeYourBEST

About Broomwood

Inspiring and equipping girls and boys aged 3-13 to #BeYourBEST

Girls **Prep Schools** Boys

Pre-Prep
Girls and Boys

Little Broomwood Pre-School
Girls and Boys

13+
7+/11+
4+
3+

Our unique Model

Tailored for girls
Broomwood

Ongoing Co-educational collaboration and co-operation

Tailored for boys
Broomwood

Collaborative, co-educational Pre-Prep

The Opportunity

Principal Objectives

This is an exciting time to join our organisation as we rebrand to 'Broomwood'. The role is varied and busy: based in the heart of Broomwood Pre-Prep and Little Broomwood, you will enjoy the support of colleagues and contribute to the experience of our pupils.

We seek a colleague to provide administrative and logistical support to school staff, helping children with in-school issues, acting as an initial point of contact for parents in the office and dealing with enquiries on the telephone.

This is a term-time only plus INSET role, starting at 08:00 each day and finishing at 17:00 Monday-Thursdays and 16:00 on Fridays.

Key Responsibilities

External Relations

- Complete the registers using the iSams programme and following up with parents on any unexplained absences.
- Update My School Portal.
- Greet visitors, showing them round if necessary and ensuring they sign in and out and wear a visitor lanyard.
- Telephone and message parents. Knowledge of School Post would be very useful.

Maintenance (property & systems)

- Report maintenance and IT problems.
- Ensure all printers are in good working order and calling in engineers when needed.

Day-to-Day Administration

- Ensure the front office is always manned and monitoring who goes in and out of the front door.
- Sort and distribute all incoming mail and deliveries.
- Maintain School Outlook Diary.



- Monitor stocks of printer ink & waste toners. Ordering paper (photocopier and thicker paper for orders of service and card for certificates.
- Ensure all topics are relevant to the children and where possible cross-curricular including adequate usage of ICT.
- Guide pupils to reflect on the progress they have made and their emerging needs through self-reflection, peer and teacher feedback.

Ad hoc Administration

- Some admin on iSams database.
- Produce orders of service using the InDesign programme.
- Ensure all awards and cups are recalled in time for them to be awarded at half-term and end of term.
- Recall and arrange engraving of all annual cups.
- Manage Fire Drill registers and ensuring all staff are accounted for.
- Organise Parents' Evening using the School Cloud system.

Internal Relations

- Liaise with Finance, Facilities and Admissions as necessary.
- Maintain a good working relationship with other school secretaries.
- Liaise with Parents' Association.



Your Talents

Education and Experience

The Head's PA will need diplomacy, discretion, and the ability to work on their own initiative and without supervision. They will need to be extremely well organised and have a good working knowledge of Microsoft 'Outlook', 'Word' Excel, ISams, School Cloud and InDesign computer software. Most importantly, the secretary must be willing to work as part of a team, have an easy-going personality and a good sense of humour. This is essential to ensure the school is able to run efficiently.

The working pattern is term time plus INSET days.

In case of sickness, the school will need to be notified by 7.30am to give the school time to arrange cover.

Safeguarding

This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Off enders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020).



Working at Broomwood

This role is offered on a full time permanent contract.

We offer:

- Salary scale significantly above Government pay scales;
- Subsidised private health care which gives access to discounted gym membership as well as other discounts;
- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Child care voucher scheme;
- Pension Scheme (SMART);
- Cycle to Work Scheme.



Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

'To DO your best, to BE your best'.

We live our values and use them to shape and develop individuals through our appraisal and development process.



Wandsworth

Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.



How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources, 29b Sudbrooke Road, London SW12 8TQ or emailed for the attention of Deborah Kind to People@northwoodschools.com
Enquiries to 020 8696 8787

For further information about our school please visit our current website, **www.northwoodschools.com**

Broomwood is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to an enhanced DBS check.

BROOMWOOD

"Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives."

Broomwood is proud to be part of the Dukes Education family

Dukes EDUCATION

Broomwood.com