



# WINDERMERE SCHOOL

FOUNDED 1863

## CANDIDATE INFORMATION

*PA to the Head of the Infant & Junior School*



## ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

# LOCATION

## Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

## Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

## Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



# SUMMARY OF THE ROLE

## Job Title

PA to the Head of the Infant & Junior School

## Accountable to

The Head of Infant & Junior School

## Hours of Work

Term time: 35 weeks a year, Monday to Friday 8am—5:30pm

Out of term time: six weeks, Monday to Friday 9.30am to 3.30pm

## Salary

£23,732.72 Per annum

## Closing Date

13 May 2024

## Start Date

July/August 2024



# JOB DESCRIPTION

## RECEPTION RESPONSIBILITIES

- To welcome visitors on to the Junior School site.
- To be responsible for all incoming and outgoing emails, post and phone calls to Junior School reception.
- To receive visitors warmly; ensuring they sign-in and out.
- To keep the reception area tidy.
- To receive incoming deliveries, store tidily and organise their distribution.

## PA TO THE HEAD OF INFANT & JUNIOR SCHOOL

- As PA to the Head of Infant & Junior School, to support the Head of Infant & Junior School to be effective in leading and managing all aspects of the Junior School, providing a confidential and personal service to assist in the smooth running of the School.
- To prepare and proofread documents published under the Head of Infant & Junior School's signature as required.
- To assist with general administrative roles for the Head of Infant & Junior School.
- Any other duties as required by the Head of Infant & Junior School.

## GENERAL ADMINISTRATIVE RESPONSIBILITIES

- To monitor registration, ensuring all children have been registered on SIMS and following up any unexplained absences.
- To administer the activity sheets, circulating choices to parents and compiling daily lists of children in each activity. At the end of a term or half term, complete the recharges as required for the finance department.
- To liaise with Visiting Music Teachers ensuring the timetable of all music lessons is displayed accordingly and where necessary notify Form Teachers of lessons for the pupils in their care.
- To notify parents of children selected for fixtures in conjunction with the Head of PE.
- To print and publish the daily menu.
- To collate a list of children travelling on the school bus(es) and, at the end of each day, accompany the children to the bus, ensuring they are all on the correct bus, accounted for and wearing seatbelts.
- To update the weekly and daily planners (displayed in the Junior School office) each day.
- To compile 'Star of the Week' awards, and proofread prior to publication.
- To prepare Awards certificates and other documentation for pupils as required.
- To use the text and email service (currently SIMS InTouch) to communicate with parents as required and to assist with the administration of parents' evenings.
- To be responsible for monitoring and ordering stationery, ink and toners, first aid supplies, and any other necessary resources. This is to include liaising with staff, agreeing orders with the Finance Office, the placing of orders and checking deliveries against receipt notes and invoices.

- To liaise with the Head of Infant & Junior School and Finance department with regard to the management budgets, invoices, the school credit card and other matters related to purchasing.
- To provide clerical/secretarial support to members of staff as required and to assist with preparing reports and letters to parents as required.
- To process orders for the school photograph and arrange for distribution of the photographs as required.
- To maintain an accurate paper and electronic filing system, overseeing pupils' files and liaising with the Admissions and Marketing department regarding new students as required.
- To dispense prescribed medicines and administer first aid, recording details on SIMS as required.
- To assist with the functional delivery of Junior School events such as plays, productions, Speech Day, etc. as requested.
- To undertake any other duties which might reasonably be requested.
- To update and maintain the School management systems, in conjunction with the SIMS Manager.

#### JUNIOR SCHOOL COMMUNICATIONS RESPONSIBILITIES

- To manage and monitor social media posts and promotions for the Infant & Junior School.
- In conjunction with the Marketing department, create and develop marketing literature to support the promotion of the Infant & Junior School.
- To ensure that the School is promoted professionally within the local and wider community.
- To liaise with the Marketing department with regard to promotional events and materials related to the infant & Junior School.

#### SAFEGUARING RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement 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, s/he must report any concerns to the school's Designated Safeguarding Lead. Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School operates a No Smoking policy within its buildings and grounds.



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