



PA TO COO, BUSINESS OPERATIONS ADMINISTRATOR, AND SCHOOL OFFICE MANAGER

(FULL-TIME, PERMANENT)

MORE HOUSE SCHOOL, FRENHAM



More House School
Rated Outstanding by Ofsted (2023)



Overview

A highly professional, experienced and efficient PA is sought to provide direct support to the Chief Operating Officer and to oversee the function of the School's Main Reception and Office. This is a senior role, ensuring the highest level of assistance to the Chief Operating Officer, and also supporting the Development Director, and other Business Operations managers, as required.

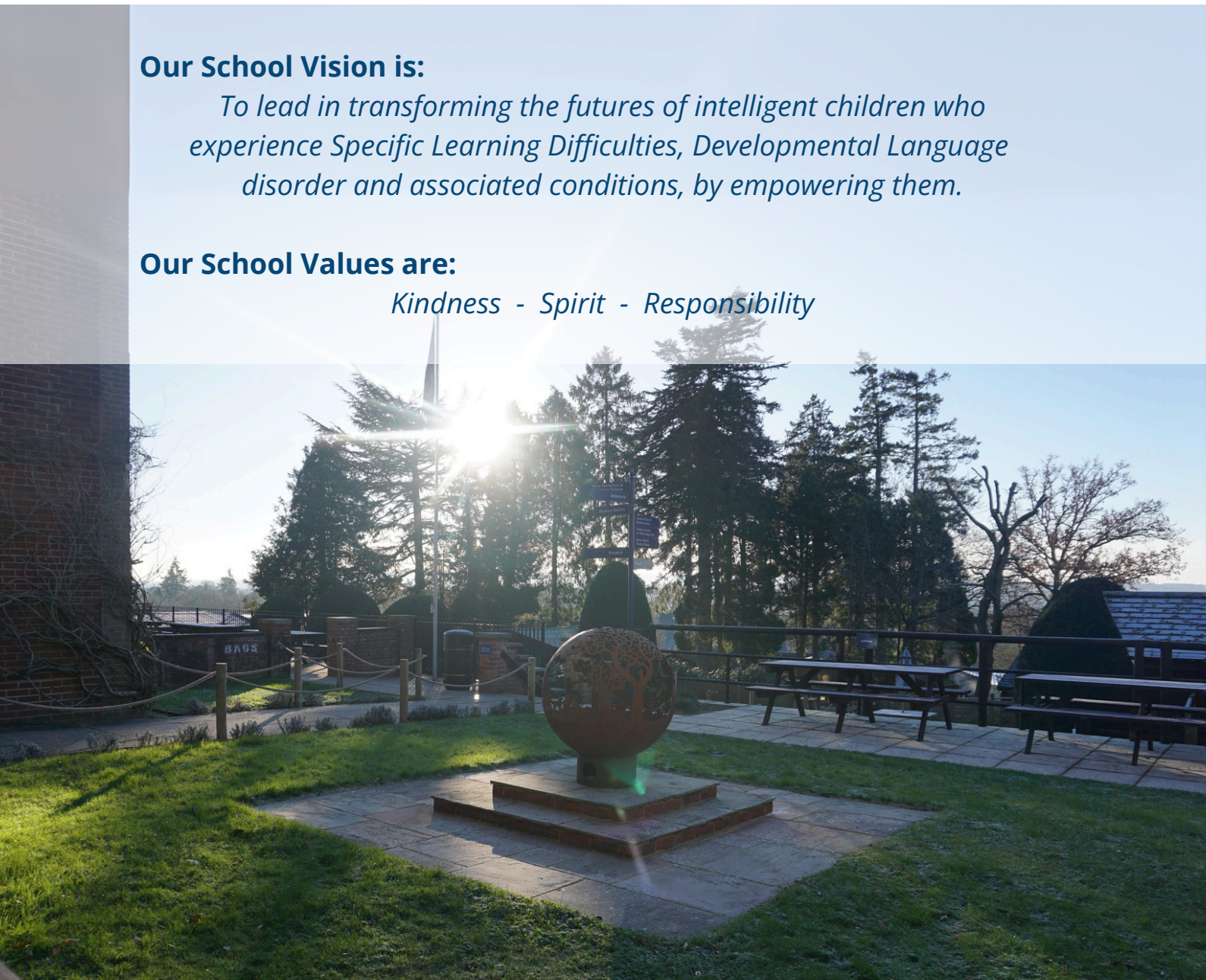
Our staff are committed and inspirational, transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language Disorder and associated conditions, by empowering them.

Our School Vision is:

To lead in transforming the futures of intelligent children who experience Specific Learning Difficulties, Developmental Language disorder and associated conditions, by empowering them.

Our School Values are:

Kindness - Spirit - Responsibility



About the team

The Main School Office is a critical element of the School's operations and provides a direct interface with all stakeholders, including prospective and current parents, funding local authorities, schools and universities, the press and marketing organisations, therapeutic and educational professionals, students, external safeguarding partner agencies and a variety of educational and charitable bodies.

The Main School Office team also comprises:

- The PA to the Headmaster and Head of School
- Two full-time (term-time-only) Receptionists
- The Annual Reviews Manager, who provide direct support for the Director of Assessment and Therapy
- The Academic Administrator, who provides direct support to the Deputy Head (Academic)
- The Specialist School's Administrator, who provides direct support to the Assistant Head (Training and Outreach)

About this post

The role will be situated in the front office, the centre of the Business Operations area. As one of two key PAs, your responsibilities will include:

- Managing calendars, scheduling and diary management, and arranging meetings;
- Establishing and maintaining parental relationships, supporting meeting materials, co-ordinating schedules, logistics and diary invites;
- Travel and expense management;
- Building strong relationships across, and outside the school;
- Managing the front office (including reception);
- Resource management and scheduling for the front office;
- Co-ordinating responses to educational establishments and authorities;
- Supporting the Marketing, Development and Admissions departments;
- Ad hoc projects and tasks.

Personal specification

Essential

Desirable

Qualifications	
A good set of GCSEs or equivalent to Grade C or above in English and Mathematics and Further Education qualifications appropriate to this type of work	Higher education qualifications.
Skills and Experience	
Advanced IT Skills, with good working knowledge of Microsoft Office 365, in particular Outlook, Excel and Word	An understanding of Microsoft Forms, One Note and PowerPoint, and intranets
Confident in using IT effectively to communicate	MIS / Database experience
Excellent standard of written English, including grammar, punctuation, attention to detail. Competence, speed and accuracy when typing	Experience of proof-reading and editing complex documents
Demonstrable experience of providing administrative or secretarial support within a demanding environment	Experience of taking and preparing minutes for meetings
High level of customer service with the ability to maintain calm and professional under pressure.	Experience of working within an educational environment.
Experience of working in a customer facing role, ideally within a school environment	
Strong organisational skills with proven attention to detail.	
Ability to form good working relationships with all colleagues.	
Personal Attributes	
Confidence and resilience when communicating with parents, governors and professionals and handling difficult conversations	
A keen sense of professionalism in both personal appearance and service, recognising how this can impact on visitors' perceptions of the School.	
An ability to demonstrate sensitivity and be aware and understanding of others' needs and perspectives.	
The ability to problem-solve and demonstrate initiative.	
	A sense of humour appropriate to a professional environment.

Hours:

9.00 am to 5.00 pm Monday to Friday. Occasionally you may be required to extend your hours of work for the proper performance of your duties and responsibilities, for example attending Governors' and other meetings after School, as agreed with the Chief Operating Officer.

All staff are required to attend INSET days, and Founders' Day on the Saturday immediately following the end of the summer term.

Remuneration and support:

- **Salary** - £35,000 - £40,000 per annum, depending upon skills and experience;
- **Pension** - there is a contributory pension scheme in operation specifically for non-teaching personnel. As governed by pension legislation you are automatically opted into the scheme on arrival. Contributions towards your own personal pension plan may be made, but again this will be at the discretion of the Governors with the forementioned restrictions;
- **Sick-pay;**
- **Employee Assistance Programme;**
- **Parking** – free on-campus parking within the School's beautiful grounds;
- **Cycle to Work Scheme;**
- **Meals** – excellent meals whilst working, at no cost in the School's refectory;
- **Fitness gym** – free use of the School's fitness gym facilities;

Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full training is given.

The School

Nationally celebrated, More House School provides an exceptional, mainstream education for intelligent boys with Specific Learning Difficulties and weakness in their developmental language skills. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A' Level, above the national averages. A majority progress to university.

The School has an 85-year history of supporting boys with additional challenge in their educational experience. Now with 500 pupils, the School has grown significantly in recent years and has the largest number on roll ever. It is recognised as being the largest SEND-specialist provision in the United Kingdom and is heavily involved in outreach work. More than half of pupils have their places funded by their local authorities.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. Pupils benefit from classroom teaching which recognises that each pupil is individual in his profile of skill strengths and weaknesses, and which focuses on adaptive strategies which look beyond pupils' individual diagnoses and prioritises the support of the four core elements of language, attention, processing and working memory. All teachers are supported to develop their understanding and professional practice in this respect, both on arrival and throughout their employment, through high-quality, nationally-accredited training delivered in-house. Class sizes are small, with a maximum of 15 pupils, and almost all pupils receive timetabled support through the on-site Learning Development Centre which comprises Speech and Language Therapists, Occupational Therapists and specialist Dyslexia-qualified Literacy and Numeracy Tutors.

Judged 'Outstanding' by Ofsted in its last five School inspections, our most recent inspection (March 2023) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. The School's provision for residential boarders was most-recently inspected in December 2024 and likewise graded 'Outstanding' in every respect. More House is CReSTeD approved, listed in their Specialist Schools category, and is an active member of the Independent Schools Association and the Boarding Schools' Association.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire / Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away, Basingstoke twenty-five, and Southampton an hour.

In recent years, the School has built its School of Engineering with CAD and food preparation / cooking teaching facilities, opened a new Humanities block and School Chapel, completed our brand new Library and Media Studies centre, and grown our Learning Support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching and independent study. In December 2022, we installed a new Strength and Conditioning fitness gym for students and employees. A new multi-purpose, solar-powered teaching facility will be added to the estate this summer, and we have just launched our fundraising appeal for our new all-weather, flood-lit sports pitch, complemented by a new sports pavilion and new road and traffic system.

Teaching and support staff join the School from a variety of backgrounds. Many employees have worked at More House for a number of years, but the School has supported numerous teachers through their initial teacher training, and more through their Early Career Framework. Those already qualified may have previous experience in the state-maintained or independent sectors, and may have previous experience supporting learners with specific learning and language difficulties, or may not.

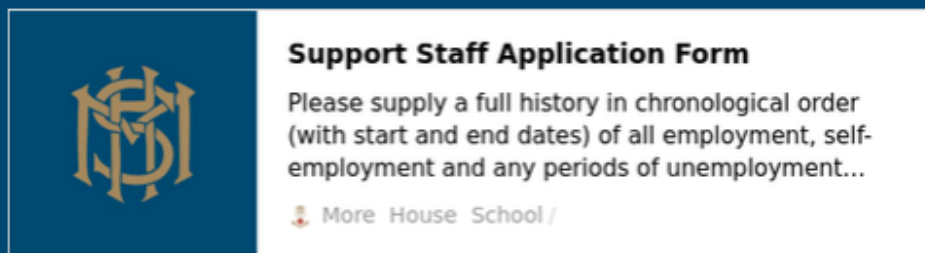
Adults with a genuine wish to develop their skills in making learning opportunities successful for neurodiverse learners thrive at More House School. The School provides a high level of support and training for all teaching and support staff, affording the development of confidence, skill and qualifications in helping pupils to overcome the potential barriers to achievement posed by their difficulties. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

The School is characterised by a continuous pursuit of excellence and improvement in all aspects of its provision, in order to realise the best possible experiences and outcomes for all pupils. All our staff are united by a shared commitment to the School's vision and mission, and by our values of Kindness, Spirit and Responsibility.



TO APPLY

Please visit our website and complete the online application form:



Support Staff Application Form

Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment...

[More House School /](#)

Interested candidates are welcome to make an appointment to visit the school for an informal visit.

The School reserves the right to interview appropriate candidates in advance of the above-named dates, and to appoint. Interested candidates are therefore strongly urged to submit their application as soon as possible.

NB – if shortlisted you will be invited to attend a face-to-face interview at the school, at your own expense.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.