

PA to Head of Pre-Prep

Required for January 2023

The Role

Our Pre-Prep is constantly buzzing with energy and creativity as we strive to create a sense of discovery and adventure for each and every child. We encourage individual interests and respond to individual needs, whilst providing a rich, structured and engaging curriculum.

As the PA to the Head of Pre-Prep, you will be the first point of contact for the Pre-Prep School Office, providing a high standard of service and responding to all enquiries from parents, children, staff and visitors.

This is a busy and varied role involving a range of administrative tasks. It is essential to have previous administrative experience and to be comfortable working with minimal supervision.

The role requires flexibility and strong organisational and IT skills. An eye for detail is important, as well as the ability to multi-task and prioritise work to meet specific deadlines. Skills in reporting and managing information would be an advantage but not essential.

You will work alongside teaching staff and the administrative staff from the Prep school office to ensure continuity across the Pre-Prep and Prep School.

The working hours will be 8am – 4.30pm (with a half an hour unpaid lunch break) Monday to Friday. This is a term time only position however, you will be required to work 20 days during the school holidays (to be spread across the year).

We can offer:

- Strong, supportive staff team
- Salary dependent on experience
- Pension Scheme
- Use of the school's facilities
- Employee Assistance Programme
- On-site parking

Closing date: 27th November 2022

Interview date: 1st/2nd December 2022

We reserve the right to interview and offer to a strong candidate prior to the closing date. For this reason, early applications are encouraged.

Please apply by completing the application form. CVs may be attached, but not in place of the application form. Please return completed applications to Robyn Aubrey at hr@westbournehouse.org.

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.

About the School

Westbourne House is situated just to the east of Chichester in beautiful grounds of over 100 acres. There are approximately 380 boys and girls, aged 2½ -13. Most children go on to major Public Schools across the South.

The school enjoys outstanding facilities. Teaching is extremely well resourced with excellent teaching rooms, the majority equipped with interactive whiteboards; there are also sets of laptops which can be booked for class based work. There are rooms for Art, Ceramics, ICT, Design Technology and Food Technology, a separate Science block and Music School, as well as a modern, 300 seat theatre/assembly hall. The School also has a large (30 acre) lake on the north boundary for kayaking.

Academic standards are high, with consistently outstanding Common Entrance results together with an excellent scholarship record; last year no fewer than 46 awards and scholarships to senior schools were won across a range of disciplines, totalling 140 over the last five years.

The music and drama departments also excel consistently: all children are involved in school productions, a large number are members of school choirs and there are regular concerts.

There is a wide variety of sport on offer, and a large number of teams represent the school most Wednesday, Thursday and Saturday afternoons. As well as extensive playing fields there is a 25-metre swimming pool, dance studio, sports hall, squash courts and a full-sized astro-turf pitch.

There are around 100 boarders, many of whom board for two or three nights in one of seven houses on the school grounds. The school offers full time boarding allowing the children to further enjoy the beautiful facilities and grounds the school has to offer.