

Information for applicants to  
non-teaching posts at Tiffin

## PA TO THE HEADTEACHER



**TIFFIN  
SCHOOL**  
engage • aspire • excel  
[www.tiffin.kingston.sch.uk](http://www.tiffin.kingston.sch.uk)

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a location close to Kingston town centre, Tiffin is an excellent school to work in. I look forward to receiving your application.

**Mike Gascoigne, Headteacher**

### **Specific Post: PA to the Headteacher**

Due to the retirement of the present postholder, we are currently looking to recruit an experienced Personal Assistant to provide professional support to the Head Teacher requiring a high level of confidentiality and exceptionally good organisational skills. In addition, you will be responsible for the HR functions in the school.

The successful applicant will:

- have previous experience in a similar role at a senior level
- be an excellent communicator, both verbally and in writing
- collaborate effectively with others, showing the ability to forge successful working relationships
- be self-motivated, flexible and able to meet the demands of a busy school
- multi-task and prioritise work under pressure
- be IT proficient

This is a fascinating role where you will be working closely not only with the Headteacher but also with the Senior Leadership Team, the Finance team and the Main Office team. Your role will mean that you come into contact with almost all staff during the year. Every day is different and you must be proactive and use your initiative to deal with whatever may arise. You'll be the driving force behind tasks/projects, but always have the support of those with whom you work.

You will work during term time plus two weeks in the summer break. The annual leave entitlement is a nominal one only, for purposes of inclusion in the pay calculation, as leave is deemed as being taken during school closure periods. Hours of work are 8 am to 4.30 pm with a noon finish on Wednesdays.

### **Tiffin School:**

#### **Introduction and Background**

Tiffin School is one of the foremost boys' selective schools in the country with a large mixed Sixth Form. It is located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating pupils from Kingston and its surrounding areas in South West London. The School attracts pupils from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

### **Tiffin's Location: Kingston upon Thames**

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is very fortunate to also have extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Tiffin is located a 5 minute walk from the town centre, and railway and bus stations, and is easy to travel or commute to: there are regular suburban trains to London Waterloo via either Wimbledon, or Richmond, and buses from Kingston travel to all parts of West and South London. We are close to Richmond and Bushy Parks and the Surrey countryside. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.

### **School Facilities**

The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the iconic and award winning, superb Learning and Resources Centre (LRC) built in 2004 which represents the spirit of independent learning and study that is at the core of a student's development. The School is continuing to follow its master plan for the development of the site. In March 2018 we opened our fantastic new £3m extension, containing new kitchens and dining facilities, 5 new classrooms, and a new Sixth Form centre.





The School site in Kingston houses our excellent Sports Centre and Multi Use Games Area. We have now begun construction on a £2m extension to our Sports Centre, providing new fitness and changing facilities. In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings.



## **Professional Development**

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.

## **Staff and their Welfare**

There are at present about 70 teaching staff and 40 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.



### **Safeguarding of Children**

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

### **Equal Opportunities**

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant’s sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

### **How to Apply**

Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications. CVs will not be accepted as applications.

**Closing Date: 30 September 2019**