



KING WILLIAM'S COLLEGE

PA to the Chief Operating Officer

Title:	PA to the Chief Operating Officer
Reports to:	Chief Operating Officer (COO)
Department Team:	Bursary
Job location:	King William's College
Pension:	Contributory Scheme Available



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection 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, he/she must report any concerns to the Head.



The School

King William's College was opened in 1833 through public subscription and the support of Bishop Barrow's Charity, which itself had been founded in 1668. For most of its history, the school operated primarily as a boys' boarding school supplemented by day boys. Girls were first admitted to the Sixth Form in the late seventies and the school became fully co-educational in 1987. In 1991, King William's College merged with The Buchan School, (situated in Castletown and founded in 1875), to provide education for young ladies, also under the auspices of Bishop Barrow's Charity.

The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos. The sites are less than two miles apart and The Buchan School provides Nursery and Prep curricula for children from 2 years to 11 years of age. King William's College provides a non-selective education up to IGCSE and all Sixth Form students take the International Baccalaureate Diploma. There are currently around 70 children at The Buchan Nursery, 162 at The Buchan School and 383 at King William's College. There are two boarding houses at College with around 86 boarders of which about 50 are International. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The School is run on year-group lines for academic purposes while the House system has been retained for social interaction including Drama, Music and Sport. In 2002 King William's College began teaching the International Baccalaureate Diploma. Since then close to 1000 students have studied the Diploma with us and we have become one of the largest and most successful IB schools in Britain. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The King William's College enjoys a magnificent setting facing Castletown Bay in the south of the Island. The site is dominated by the main school building with its quadrangle and clock tower. The Buchan site is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.

The Role

The Personal Assistant (PA) will work with the Chief Operating Officer (COO) to provide one-to-one support. Their role is to assist and support the COO in all aspects of their work, enabling them to concentrate on major issues, both day to day, medium and long term. To ensure the smooth running of the COO's office in an effective and efficient manner, maintaining confidentiality at all times.

The role also will require supporting the COO in their role as Clerk to the Governors.

Key Duties and Responsibilities

- Provide and maintain confidential, comprehensive and effective support to the COO in their role as Chief Operating Officer and Clerk to the Governors.
- Organise various events and travel/accommodation where required
- Liaise with other PAs within the organisation.
- Manage the COO's diary for all appointments and meetings, ensuring a manageable schedule is maintained, kept up to date, reviewed daily and provide all relevant papers for all appointments. Ability to prioritise.
- Track delegated tasks where required and monitor progress, chasing any documentation or responses not received, keeping the COO informed as appropriate.
- Deal with all letters and correspondence on behalf of the COO, producing letters, memos, reports, etc
- Maintain all files, ensuring all paperwork is properly organised and dealt with on a timely basis including archiving.
- Be the first line of contact between the COO and any phone calls, requests from staff or visitors, ensuring only appropriate contact is made.
- Manage all communications from the COO to all employees
- Good attention to detail, proofread any documentation on behalf of the COO and make amendments or suggestions as necessary.
- Work closely with the Financial Controller and Admissions Registrar regarding Bursaries and Scholarships.
- Insurance – dealing with annual renewal and coordinating insurance claims for the College, pupils and staff.
- Coaches – dealing with day to day operational issues.

Support COO in Clerk to Governors Role

- Type up, disseminate and file all agendas and Minutes for meetings involving the COO in his/her role as Clerk to the Governors and Sub Committee meetings.

- Arrange new Governor and Council Member inductions and keep records of Governors attendance at meetings.
- Liaise with Governors and Council Members where necessary, arranging meetings and diaries where required.
- Deal with any queries raised by Governors and Council Members.

Generic Responsibilities

- Liaise closely with the Principal's PA regarding all documentation required for any inspections of KWC including ensuring relevant school policies are updated on a regular basis.
- Liaise with the Principal's PA regarding Founders' Day and organise a gift for Guest of Honour.
- To complete any other tasks as may be reasonably directed by the COO within the bounds of this job description.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by KWC.

Skills & Experience Required

The PA will typically support the COO by assisting with the smooth running of the office, offering administrative help such as monitoring their email, drafting communications on their behalf, planning and organising meetings and their travel.

The Personal Assistant will need to gain a deep understanding of the organisation and know who the key personnel are, as they are representing a senior member of staff. For this same reason, it is important a PA has great interpersonal skills creating a welcoming, open and friendly environment, well-presented, highly confidential and professional.

Remuneration & Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- Access to the Contributory Pension Scheme;
- Professional development and ongoing CPD through internal and external training;
- Generous School Fee Discounts for permanent members of staff (certain rules apply).
- Private Healthcare Cash Plan for permanent staff.
- Five weeks annual holidays.

Probationary Period

This post carries a probationary period of six months

Applications

A completed application form together with a covering letter should be submitted by post to: Head of HR, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: hr@kwc.im

