



STRATHALLAN
SCHOOL

Opportunities for all to excel



PA to the Chief Operations Officer (Bursar) and Office Manager

Full time, permanent position
commencing mid-August 2021

Introduction

We are looking for an outstanding PA and Office Manager to join the Support team at Strathallan School. This is an exciting opportunity for a well-organised, highly professional and forward-thinking individual to support the Chief Operations Officer (Bursar) with all aspects of his work as well as lead and manage our team of administrative staff.

This is a full-time, permanent position, working Monday to Friday 09:00 to 17:00 with an hour unpaid break for lunch each day. The post-holder will work an additional 6 Saturdays during the academic year from 08:30 to 12:30. Flexibility with regards to hours of work is essential as there will be a requirement to attend evening and weekend meetings and events.

The School



Strathallan School is a leading co-educational boarding and day school with an excellent reputation academically, in sports and the arts. There are 545 pupils of ages 8-18, divided between the Junior House (Riley), the three senior Girls' Houses and the four senior Boys' Houses. Approximately 60% of the pupils are boarders.

The School is situated in the beautiful Earn valley as a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is the nearest town some ten minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands

within easy reach.

The School is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

There are currently ninety-four members of the teaching staff and ninety-three support staff.

Non-teaching support staff are organised into the following departments: Administration, Finance, Domestic Operations, Estates & Grounds, IT, External Relations, Human Resources, Catering and Medical. The Head of each Department (bar External Relations) is responsible to the COO (Bursar) for the efficient running of their department and staff performance. External Relations are responsible to the Director of ER, who, like the Headmaster and COO (Bursar), is a member of the School's Executive. The Headmaster, COO (Bursar) and Director of ER are accountable to the Board of Governors for all aspects of the running and management of the School.



Chief Operations Officer (Bursar) & Office team:

As a member of the School's Executive Team, the COO (Bursar) holds a prominent role at Strathallan with a varied and demanding remit. Leading all support functions at Strathallan, the COO (Bursar) is involved with a wide range of matters including but not limited to Financial Planning, general operations, Health & Safety, Employee Relations, Commercial Income and Service Delivery Standards e.g. catering. Acting as Clerk to the Governors, the COO (Bursar) plans, organises and facilitates approximately 18 governor committee meetings per year (currently 5 per term plus 3 additional non-termly meetings) as well as 3 full Board Meetings, currently held on Saturdays.

The School's Office team comprises 8 employees who support the operations of the School through first class customer service and administrative support. The team consists of the Headmaster's PA, the Secretary to the Deputy Heads, 3 secretaries (Music, Prep School and Health Centre) and 2 Receptionists. Our Reception is open 6 days per week; Monday to Friday 08:00 to 17:30 and Saturday 08:30 to 12:30 and a rota system ensures that all these opening hours are covered.

PA to the COO (Bursar) and Office Manager - Job Description

Job Title:	PA to the COO (Bursar) and Office Manager
Department:	Administration
Reporting to:	COO (Bursar)
Responsible for:	Office / Administration staff
Liaison with:	Headmaster, Director of ER, Support Heads of Department, Senior Management Team, Governors, Parents, Contractors, Visitors, IT and other colleagues

Core Purpose

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School.

This is a varied and demanding role. The PA to the COO (Bursar) and Office Manager is responsible for pro-actively supporting the COO (Bursar) in all aspects of his work, as directed. This may involve taking the lead and delivering on projects which has been assigned by the COO (Bursar). The PA to the COO (Bursar) and Office Manager is also responsible for the work of the Office team and will manage and lead the team in terms of staff development and appraisal, hours of work and absence management, review of processes and procedures, standards of delivery etc.

Specific responsibilities:**PA to the COO (Bursar):**

- Manage the COO (Bursar)'s diary, appointments and correspondence in an accurate, timely manner;
- Maintain awareness of upcoming important tasks and deadlines, planning well in advance and highlighting upcoming matters to the COO (Bursar);
- Act as the first point of contact for the COO (Bursar), dealing with straight forward enquiries (whether email, telephone call or written correspondence) and referring more complex enquiries to the COO (Bursar);
- Greet and assist with the hosting of the COO (Bursar)'s visitors and clients;
- Monitor the COO (Bursar)'s emails with an appropriate priority/filing system to enable the COO (Bursar) to effectively and efficiently manage his emails;
- Conduct research and/or undertake projects as directed by the COO (Bursar);
- Prepare and produce reports, presentations and correspondence in an accurate and timely manner;
- Implement and maintain efficient and effective procedures/administrative systems and manage filing systems and databases, as appropriate to the role and in accordance with Data Protection regulations;
- Assist with the organisation of events including the School's Speech Day;
- In liaison with the COO (Bursar), Domestic Operations Manager and others, organise the Governors' Staff party at the start of the academic year;
- In liaison with the Domestic Operations Manager, co-ordinate the allocation and booking of key meeting rooms across the School to ensure optimal use of those venues;
- Schedule meetings for the COO (Bursar) to include the weekly Support Head of Departments' meeting and the termly Health & Safety Committee meeting and record those minutes by the taking of minutes;
- Liaise with staff, suppliers, contractors and parents on behalf of the COO (Bursar) in a professional manner;
- Record, collate and process expense claims via Accounts department on behalf of the COO (Bursar) in a timely and accurate manner;
- Support the COO (Bursar) in his role as Clerk to the Governors. This will include but is not limited to the timely collation, printing and dispatch of papers for Governors' meetings and accurate and confidential minute taking at Governors' committee meetings;

General Bursarial Matters:

- Maintain accurate, up-to-date records on staff housing, governor appointments, pupil and parent records as appropriate to the role;
- Co-ordinate, arrange and record 'First Aid' training and any other non-departmental specific training as required for Support Staff;
- In conjunction with the HR Manager, organize and co-ordinate new staff induction arrangements and deliver the Bursarial induction training to new staff as required;
- In conjunction with the HR Manager, maintain the 'who's who' of staff details/photos;
- Administer and process insurance claims and assist with the renewal of insurance cover, as directed by the COO (Bursar);
- Administer and maintain the School's vehicle authorization register;
- Administer and process the School Fee Protection Claims from parents, liaising with the Accounts department as required;
- Update such licenses required by National and Local Authorities as relevant to the COO (Bursar)'s office e.g. landlord registration, entertainment and events licenses;
- Monitor, receive and collate all termly and annual fire practice returns (from the boarding houses and departments), highlighting to the COO (Bursar) any outstanding returns not submitted within timescale;
- Support, collate and file the School's annual insurance policy, which may involve direct

- correspondence with the School's insurance brokers;
- Co-ordinate the induction paperwork for new Governors;
- Process the Companies House annual return for Strathallan School and Freeland Services Ltd;

Office Manager:

- Manage and co-ordinate the work of the Office team, including the prioritization and distribution of their work;
- Promote professional development and conduct annual appraisals for the Office team (not including the Headmaster's PA), thus identifying the training needs and aspirations of the Office team year-on-year;
- Participate in the recruitment, selection and induction procedures of new Office staff. Take an active role in onboarding and training to support a smooth transition to their role;
- Raise any staff performance or absence management concerns to the HR Manager, trying to resolve issues informally before embarking on a more formal route;
- Oversee and supervise the production of School's documents, publications, programmes and correspondence to ensure their timely distribution;
- Manage, co-ordinate and record annual leave for the Office team as well as managing, reporting and recording sickness absence.
- Take responsibility in ensuring cover arrangements for periods of staff leave to ensure smooth and uninterrupted service delivery;
- Monitor and control any financial budgets which are assigned to the Office Manager;
- Take responsibility for routine Health & Safety issues which may impact the Office team e.g. preparing risk assessments, manual handling, DSE workstation assessments etc.

General:

- Maintain professional expertise by undertaking regular CPD;
- Adhere to the School's Code of Conduct for staff as well as maintain an awareness of the GTCS and SSSC professional Codes of Conduct;
- Undertake regular Child Protection training and complying with child safeguarding requirements, the GIRFEC principles and values and understanding the reporting responsibilities.

This list is not exhaustive and the post-holder may be required to undertake other duties and tasks considered reasonable to this position.

PA to the COO (Bursar) & Office Manager - Person Specification

Main Duties and Responsibilities	Essential/ Desirable
Qualifications	
Clearance through Disclosure Scotland's PVG scheme.	E
Educated to SQA Higher or equivalent in English.	E
A CPD accredited secretarial or PA qualification.	D
Experience	
Significant experience of working in an administrative environment.	E
Experience in a front-facing customer service role.	E
Experience of managing a team of people.	E
Experience of data management and an understanding of GDPR guidelines.	E
Skills:	
Ability to manage a varied and demanding workload, to prioritise and meet tight deadlines in a calm and professional manner.	E
Outstanding communication skills, both written and verbal and an excellent telephone manner.	E
Excellent IT skills including Microsoft Office and IT databases.	E
Sound judgement skills and ability to use initiative.	E
A high level of accuracy with outstanding attention to detail and a methodical approach.	E
Ability to maintain confidentiality and use discretion.	E
Strong professional interpersonal skills with the ability to build rapport with colleagues.	E
Ability to work independently as well as part of a team.	E
Ability to be pro-active; a self-starter who can take the initiative.	E
Personal attributes:	
Discretion, confidentiality and trustworthiness.	E
Tact and diplomacy.	E
A flexible, adaptable, reliable and positive attitude to work.	E
A willingness to go 'above and beyond', acting as a role model for colleagues.	E
A fair, consistent and open approach to managing and supervising staff.	E
Resilient, patient and calm.	E
A professional manner and appearance.	E

Terms and Conditions

Remuneration

The salary for this post is £25-28k per annum depending on suitability and experience.

Hours of Work

Monday to Friday 09:00 to 17:00 which includes a one hour unpaid break for lunch. There is a requirement to work an additional 6 Saturdays across the academic year working 08:30 to 12:30 to cover School Reception. Some flexibility over the hours of work will be required as the post-holder will be attending evening and weekend meetings and events on occasion.

Pension Scheme

The post-holder will have the option to join the Strathallan Group Personal Pension scheme after completing your probationary service with the School or to join NEST under auto-enrolment.

Sick Pay

Subject to a minimum of one year's service, a School Sick Pay Scheme is offered to the position of PA to the COO (Bursar) and Office Manager.

Other Benefits

An annual leave entitlement of 30 days per leave year.

During each School Term, the post-holder will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

Other Info

As the work is in a school context, the post-holder will be required to attain PVG membership.

The post-holder should, if possible hold a valid full UK driving license and must be eligible to live and work in the UK.

APPLICATION PROCESS

To download an Employment Application form [click here](#).

Further details of the School are available on the School's Website www.strathallan.co.uk

The deadline for Applications is Friday, 2 July 2021 and should be returned to hr@strathallan.co.uk

It is anticipated that interviews will be held week commencing 12 July 2021.