



INFORMATION FOR CANDIDATES

PRINCIPAL'S PA

**Start date: Springtime 2024
(negotiable)**

This pack includes: general information; a job description; and an outline of the application process.

The College

Blanchelande College is a co-educational Catholic independent school for boys and girls from age 2 ½ to 18 in Guernsey, the Channel Islands. The College educates approximately 460 pupils.

Blanchelande's Catholic mission and identity, understood and supported by all staff, are at the heart of school life. Approximately one third of students and staff are Catholic; our ethos is welcoming and inclusive.

Blanchelande has a one-form structure from Nursery and Reception to Year 4, with room for two forms in Years 5 and 6, and for three forms in the senior school (Years 7-11). Classes sizes are typically around twenty. Sixth Form cohorts are smaller, enabling students to benefit from seminar-style A-Level teaching, a superb preparation for university.

Pupils are required to pass an entrance assessment to ensure that they can access our mainstream academic curriculum. Our Learning Support department supports and nurtures students with minor to moderate additional learning needs.

GCSE results reflect excellent value added in most subject areas, with outstanding results overall, well above the island average:

- 2017: 100% of students achieved at least five A*-C grades, with 33% of grades at A*/A.
- 2018: 83% of students achieved at least five grades 9-4, with 38% of grades at 9-7.
- 2019: 97% of students achieved at least five grades 9-4, with 42% of grades at 9-7.
- 2022: 96% of students achieved at least five grades 9-4, with 35% of grades at 9-7.

In 2020 and 2021, examination results were again excellent, in the context of teacher assessed grades due to the COVID pandemic.

Following the reopening of its Sixth Form in September 2020, the first A-Level results were registered in 2022:

- 68% of grades at A*-B
- 84% of grades at A*-C

During two periods of lockdown in 2020 and 2021, Blanchelande won widespread praise by its early adoption of online live lessons via Microsoft Teams, ensuring students did not develop a gap in their learning. In later phases of the pandemic when lessons in school resumed, students in isolation at home were able to access lessons taking place at school via livestream. The achievements of staff, and their ability to adapt quickly to the circumstances, were acknowledged through very strong parental survey feedback.

Blanchelande was most recently inspected in October 2018 and the full report is available on the school website. Blanchelande was rated 'excellent' (the highest grade) in both outcome areas (pupil achievement and pupil development) as well as meeting all the



regulatory requirements. The College is also subject to inspection by the Roman Catholic Diocese of Portsmouth.

Blanchelande offers an extensive programme of extra-curricular activities before, during and after the school day, to which all academic staff are expected to contribute the equivalent of at least one hour per week throughout the year.

History

Blanchelande was re-founded in 1992 by parents and members of the local community after the Sisters of Mercy withdrew their Order from Guernsey. The new school began in temporary accommodation and in its first five years grew from 40 pupils to almost 200. It has now more than doubled in size from its inception and in recent years, following the introduction of co-education, is experiencing a sustained period of strong growth.

In April 1999, the College moved to its current address at Les Vauxbelets (former site of the De La Salle boys' school) after an extensive refurbishment programme. Les Vauxbelets is a beautiful estate in a rural setting with large historical buildings.

Since 2017 a substantial number of upgrades have been made to facilities, including: the relocation and renovation of the Infant department; the conversion of Victor House (formerly the Infant school) into an Arts Centre for music, drama and art; new Science laboratories; a new cricket pitch and resurfaced netball/ tennis courts; a new classroom block; a new Senior school library; new Sixth Form facilities, including a common room and seminar rooms; an Eco Hut; a new Fitness Suite; new locker, changing and shower facilities; the

conversion of the conversion of The Pink Cottage into two Modern Language classrooms; and in 2023 a new Primary Playground and new school kitchen.

Governance

Blanchelande is administered as a charitable trust and three Trustees oversee the finances of the College. As a grant-maintained college, Blanchelande receives a degree of funding from the States of Guernsey.

The Board of Governors meets twice a term and is responsible for working with the Principal in setting the strategic direction for the school, including approval of school policies, and for monitoring and evaluating the performance of the school. The Board operates sub-committees – such as for educational issues, ICT and property management – which also meet regularly.

The Trustees are financially responsible for the College and the Vauxbelets estate, including any sub-tenants.

Leadership

The Senior Leadership Team (SLT) consists of the Principal, Vice Principal, Bursar, Head of Pastoral Care, Heads of Phase (Head of Infants, Head of Juniors, Head of Lower Seniors, Head of Upper Seniors and Head of Sixth Form); and the Director of Studies.

New staff benefit from a thorough induction year, led by the Senior Teacher and Assistant Senior Teacher. Induction is delivered through weekly sessions (mostly during lunchtimes, but some after school or prior to or during INSET days) led either by the Senior Teachers or other members of the staff body.



Blanchelande College

The Principal of Blanchelande College is Mr Robert O'Brien, formerly Deputy Head Academic and Head of Boarding at Westminster Cathedral Choir School. He brings to school his golden retriever, Gilbert, who provides a homely welcome to all who visit Blanchelande College for the first time.

The School Office

The Principal's PA works collaboratively with other administrative colleagues, including:

- School Secretary/ PA to the Vice-Principal
- Matron
- Academic Administrator
- Pastoral Mentor
- Bursar's department (Bursar, Assistant Bursar, Finance Assistant)



Job Description

Job title: Principal's PA

Reports to: The Principal

Purpose of the role

The Principal's PA will be responsible for the administration of the school as delegated by the Principal. The post-holder will enjoy working in a busy school environment, working with calmness under pressure, positivity, a problem-solving attitude, taking initiative and managing workloads with confidence and flair. The post-holder will establish excellent and warm working relationships with pupils, parents, staff, governors and trustees. The post-holder will demonstrate at all times a high level of professionalism, discretion and confidentiality.

Working hours

The Principal's PA is a full-time role. While the post-holder will be required to work flexibly, typical working hours will be 8.30 am – 4.00 pm (9 am – 6 pm on Mondays). The position is term-time only (including INSET days) with an additional two weeks during the school holidays, by agreement with the Principal (mainly scheduled at the start and end of the summer holiday, negotiable).

Remuneration

The salary will be full time and in accordance with the States of Guernsey administrative pay scale, commensurate with qualifications and experience.

Key responsibilities

The Principal's PA will provide the Principal with comprehensive administrative support.

Planning

The post-holder will:

- Coordinate the Principal's diary, book/prioritise meetings and ensure the day's schedule runs to time.
- Prioritise and process tasks.
- Produce and maintain term dates, the school diary and the academic calendar.
- Maintain up to date information on the school website.
- Take a leading role in the planning, organisation and running of school events involving the Principal (eg open days, information evenings, Prize Giving, etc).



Communication

The post-holder will:

- Respond to emails promptly, and to monitor the email inbox regularly during school holidays.
- Receive and respond to all queries directed to the Principal, bringing them to the Principal's attention or scheduling calls/meetings, as appropriate.
- Liaise with both parents and staff on the Principal's behalf (verbal and written correspondence), responding promptly to all enquiries.
- Ensure the highest standards of correspondence is issued to parents and other stakeholders.
- Maintain a circulation list of relevant individuals for the purpose of invitations, Christmas cards, etc., and ensure timely and well-presented correspondence.
- Act as the central point of communication in the event of an emergency.

Administration

The post-holder will:

- Maximise the efficient use of ICT, including Microsoft 365 and iSAMS.
- Ensure papers are prepared, circulated and filed as part of the Principal's cycle of meetings.
- Maintain records/files, including electronic and manual archives, in good order and in line with GDPR, including safe disposal.
- Coordinate travel, expenses, etc., on behalf of the Principal, as required.
- Assist in the administration of school reports.
- Print out Principal's commendations and any other certificates/prizes to award to students
- Ensure that all the required school badges are ordered and in stock when needed.
- Complete the annual ISC and CES censuses, and similar data collation.

Recruitment

The post-holder will:

- Oversee the recruitment process, from advertisement to appointment, for all members of staff, alongside the Principal and Assistant Bursar.
- Ensure that arrangements are made to thank departing members of staff and mark significant personal/professional landmarks (cards, gifts, social events, etc.).

Meetings

The post-holder will:

- Attend and take minutes at meetings, as required, including SLT (weekly, 4.00 pm - 6 pm) and Trustees (monthly).



Blanchelande College

- Liaise with the Clerk to the Board of Governors regarding the preparation and circulation of meeting papers.
- Ensure that INSET days are set up and catering is organised.

Office management

The post-holder will:

- Ensure that the School Office is kept neat and tidy at all times.
- Provide refreshments for the Principal and visitors, setting up and clearing away promptly after meetings.
- Ensure that all office duties are covered in the case of absence.
- Line manage the School Receptionist.
- Organise a weekly Admin meeting.

Ethos

The post-holder will:

- Fully support the Catholic identity and mission of Blanchelande College.
- Attend College events – such as Prize Giving, Open Day, Carol Service, PTFA events etc. – including outside of the school day, providing support, as required by the Principal.

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer:

I hereby confirm acceptance of the above:

Name:

Signed:

Date:

The application process

Applications for this post should consist of:

- A detailed letter of application stating how you believe you meet the criteria for this role.
- A copy of your C.V.
- A completed application form (downloaded from the College website)

You may be asked for further information following short listing. You will be asked to provide proof of identity and original qualification certificates at interview.

Short-listed candidates will be invited for interview. This will consist of:

- A tour of the College.
- An in-tray exercise.
- An interview with the Principal and other members of staff.

The Contract

The post is full-time, term-time plus INSET days and 15 days (to be the first and last five working days of the summer holiday and five working days throughout the year). The salary will be commensurate with qualifications and experience, in accordance with States of Guernsey PA salary scale.

Pre-appointment checks

All staff are required to undergo a pre-appointment checks (including a satisfactory DBS check and references), a medical declaration, provide proof of qualifications and identity and have a Guernsey housing qualification. The appointment will be final only upon completion of these checks.

Closing Date

Applications must be received by Wednesday, 21st February 2024 consideration and should be addressed to Mr Robert O'Brien, Principal.

Further information about Blanchelande College can also be obtained from our website, www.blanchelande.co.uk.

If you have any further questions or need any clarification, please contact the Principal's office FAO Mr Robert O'Brien.

Tel 01481 237200

Email principal@blanchelande.sch.gg



Person specification

SELECTION CRITERIA (no priority order)	Essential	Desirable
QUALIFICATIONS & EXPERIENCE		
• Undergraduate degree		X
• GCSE in English and Maths (or equivalent)	X	
• Evidence of further training and/or education		X
• Appropriate experience of working within a busy office environment		X
• Previous PA or secretarial experience		X
• Previous experience of working in a school environment		X
SKILLS & PERSONAL ATTRIBUTES		
• Proficient in the use of Microsoft 365 (i.e. Word, Excel, Outlook) and ability to acquire IT skills on a range of platforms	X	
• Proven ability to manage competing priorities and meeting deadlines in a calm and efficient manner	X	
• Effective written and oral communication skills	X	
• Attention to detail and accuracy	X	
• Ability to work proactively in order to support the workload of the Principal	X	
• Ability to work effectively individually and within a team	X	
• A professional approach supported with a due regard for discretion and the need for confidentiality	X	
• Ability to respond flexibly and adapt to changing and challenging circumstances	X	
• Ability to evaluate personal developmental needs and seek learning opportunities to address them	X	
• Ability to formulate ideas and solutions (drawing upon good practice from elsewhere), presenting them to the Principal	X	
• Establish a productive working relationship with pupils, acting as a good role model	X	
KNOWLEDGE & UNDERSTANDING		
• Knowledge of education and schools		X
• Working knowledge of iSAMS (the school management information system)		X
SCHOOL VALUES		
• A commitment to the school's aims and values	X	
• A commitment to supporting and promoting safeguarding of children	X	
• A 'can do, will do' work ethic	X	