



THE  
GRANGE  
JUNIOR  
SCHOOL

## Recruitment Pack

PA to the Head of the Junior  
School and Admissions  
Assistant



## Welcome

Thank you for your interest in the position of PA to the Head of the Junior School and Admissions Assistant at The Grange School in Hartford. We are an independent, co-ed school for children aged 4-18 located in the heart of Cheshire and we are looking for passionate and dedicated teachers who are committed to helping our students reach their full potential.

We are committed to providing a rigorous and engaging curriculum that meets the needs of all learners. The curriculum is aligned to the latest standards, and it is designed to challenge students and help them reach their full potential. We also believe that it is important for teachers to be lifelong learners themselves, so the school offers a variety of professional development opportunities for teaching staff to stay up-to-date on the latest teaching practices. These opportunities can help you improve your skills and knowledge and be more effective in the classroom.

The school has a supportive and collaborative school community. Teachers and support staff work together to create a positive learning environment for students. They also provide support and resources to each other, which helps everyone to be more effective in their work. The Grange School is committed to providing a high-quality education for all students, and we are constantly striving to improve.

If you are a passionate and dedicated teacher looking for a school that is committed to providing a first-class education for all students, then The Grange is the place for you. If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk), or call 01606 539039.

Dr Lorraine Earps  
Head



## Hartford, Cheshire

Hartford is a village in Cheshire West and Chester, 2 miles to the south west of the town of Northwich and surrounded by Weaverham to the north, Kingsmead and Davenham to the east, Whitegate and Marton to the south and Cuddington to the west.

The village was recorded in the Domesday Book of 1086, when the Manor was held by Gilbert de Venables as part of the Barony of Kinderton. In 1644 during the English Civil War a battle was fought at Hartford Green when Royalists from Chester encountered the Parliamentary forces from Northwich.

Hartford has a number of Grade II listed buildings including Hartford Hall Hotel which dates from the 16th century and Vale Royal Railway Viaduct, built in 1837. There are also a number of local shops including a newsagents, hairdressers, dry cleaners, florist, a cafe and a butcher. The village is also home to Hartford Tennis Club, Hartford Cricket Club, a bowling club, and a golf course with a driving range.

The A556 bypasses the village as part of the Northwich bypass and the bridge that carries the road over the River Weaver is known as Hartford Bridge or Blue Bridge, and was built in 1938.

Hartford is served by Hartford railway station on the West Coast Main Line between Liverpool and Crewe and by Greenbank railway station on the Mid- Cheshire Line between Chester and Manchester Piccadilly.



# Welcome to The Grange Junior School

The Grange Junior School provides an outstanding start to any child's educational journey. We understand the importance of these formative years in the development of each young person and want every child to develop a love for school and for learning. From Reception, at age 4, where we begin to encourage and nurture the potential of each child, through to Year 6, where enjoyment of learning is fuelled with challenge, risk and diversity, we strive to inculcate the values, skills and understanding of the world that will last each child a lifetime.

Our ambition is to ensure that at age 11, every child in our care is ready to leave, able to independently and successfully embrace a Senior School education. At the same time, we hope that they will look back with great fondness on their Junior School years.

We achieve this by offering a stimulating academic programme, attentive pastoral care and a competitive, varied enrichment programme, all delivered in impressive, modern facilities. Yet it is the caring relationships that we develop with every child and their parents that are the most important asset to ensuring educational success and happiness.

We have three-form entry at Reception with class sizes from 20 children in each Reception class, steadily growing our three forms up to 24 children from Year 3 to Year 6. As a 4 to 18 school, almost all of our children progress onto the Senior School without the need for any formal assessment.

Ben Tagg  
Head of the Junior School



# The Opportunity

**The Role:** PA to the Head of the Junior School and Admissions Assistant

**Salary:** £25,537 per annum

**Reports to:** The Head of the Junior School and Admissions Registrar

**Working hours:** Full time, Term time only with up to 25 days additional work in school holidays (by arrangement with the Head); 37.5 hours per week, working Monday to Friday 8.00am - 4.30pm, (with one hour unpaid lunch break).

## PA to the Head of the Junior School Responsibilities

- Act as first line contact for the Head of the Junior School, using discretion and tact to ensure callers and visitors receive a professional response, and are dealt with by the appropriate person.
- Maintain positive, discreet and diplomatic communication between the Head of the Junior School and all relevant parties both internal and external to the school.
- Be a 'gatekeeper' to staff, parents and children; ensuring that requests for the Head of the Junior School's time and attention are managed successfully.
- Manage the Head of the Junior School's inbox, diary, correspondence and travel arrangements, taking responsibility to create and recommend any efficiency to that end.
- Co-ordinate the Head of the Junior School's school activities and, with mutual agreement, any personal activities.
- Provide a full range of secretarial and administrative support to the Head of the Junior School.
- Correspond on behalf of the Head of the Junior School in agreed areas and provide final sign-off for letters sent out by the Head of the Junior School.



# PA to the Head of the Junior School

## Responsibilities



- Liaise with members of the academic and support staff as appropriate.
- Support the Head of the Junior School in the management of School Council.
- Attend and contribute towards daily team briefings.
- Facilitate liaison between the Head of the Junior School and our Grange School Parents' Association (GSPA).
- Support the Head of the Junior School to share, celebrate and recognise important staff occasions and events e.g. significant birthdays, weddings etc. Arrange staff collections and purchase cards/gifts/flowers as needed.
- Provide a point of contact between the Head of the Junior School, parents and other parties, in relation to any complaints or serious disciplinary matters.
- Provide cover in office reception, if needed.
- Compile weekly Junior School newsletter and distribute to staff and parents.
- Assist in recruitment of new staff through organising interview schedules and logistical arrangements, liaising with candidates and completing ID checks on arrival.
- Ensure new staff complete their induction and support them, if needed.
- Minute meetings involving the Head of the Junior School.
- Provide support with the planning, organisation and running of events such as Open Day, Prizegiving, school performances/concerts and parent meetings.

# Admissions Assistant Responsibilities

## Pupil Recruitment

Support the Admissions Registrar in the recruitment of pupils, from initial enquiry to enrolment, of all pupils joining The Grange Junior School.

### 1. Initial Enquiries

Provide excellent level of customer service to all enquiries from families:

- Respond promptly to all new enquiries regarding prospective pupils
- Arrange tours for the Admissions Registrar for families, including coordinating with The Senior School, where needed
- Invite children to events that are relevant to them
- Provide timely follow-up and maintain a close relationship with families to support a healthy conversion rate
- Ensure information from initial enquiries, event bookings and applications is accurately entered onto the iSams database.

### 2. Events

Work with the Head of the Junior School, Marketing Development Manager and Admissions Registrar to organise and develop marketing and pupil recruitment activities. These currently include; Stay & Play, Pre-School Activity Mornings, Open Days (Senior and Junior) and Experience Days.

### 3. Academic Assessments

#### *Reception*

Work closely with the Admissions Registrar, Deputy Head (Pastoral) and Head of Key Stage 1 to coordinate the Reception pupil entrance assessments.

Work closely with the Admissions Registrar and Deputy Head (Pastoral) to collate and communicate to families the results of the Reception pupil entrance assessments. Due to the level of academic knowledge required for the conversations, the Deputy Head, Pastoral communicates with families where we are not offering a place or the situation is not straight-forward.

#### *In-Year Admissions*

Work closely with the Admissions Registrar and Deputy Head (Academic) to coordinate assessments for children wanting to join The Junior School at times other than the Reception assessments.

Work closely with the Head of the Junior School and Deputy Head (Academic) to communicate to families the results of pupil entrance assessments. Due to the level of academic knowledge required for the conversations, the Head of the Junior School and Deputy Head (Academic) communicate with families where we are not offering a place or the situation is not straight-forward.



# Admissions Assistant Responsibilities



## 4. Pupil Enrolment

- Allocate children to Houses in line with existing familial associations.
- Ensure joining packs are complete and information is correctly entered onto the system.
- Inform key staff of new starters e.g catering, nurses, IT, library so they can prepare for the arrival of the new children.
- Enrol children into the school (meet children on arrival in liaison with staff) and support a smooth transition.
- Seek references and request safeguarding information at appropriate time.

## *Marketing and Events*

Work with Admissions Registrar and Marketing Development Manager (and other relevant staff) to organise and coordinate events for target groups as needed.

## *Additional Administrative Processes and Responsibilities to Support Admissions*

Work with Admissions Registrar to improve admissions processes recognising the importance of personal contact with existing and prospective parents.

Maintain records of families giving notice to leave school.

- Work to support the Head of the Junior School to formulate replies
- Coordinate with the Bursary and Data Manager to ensure transition information is accurate
- Update pupil roll information and pupil projections accordingly

Keep admissions procedures, documentation and communications under review to ensure that they are meeting objectives and make recommendations for change.



# PA to the Head of the Junior School and Admissions Assistant The Person

Personal qualities:	Essential (E) / Desirable (D)	Activity
Possess first-class listening skills with excellent recall abilities.	E	I
Very well organised, efficient, conscientious and able to prioritise effectively.	E	A/I
Consistently patient and empathetic with an ability to relate easily to others.	E	A/I
Warm and welcoming manner, at ease in different situations.	E	I
Possess a generous spirit with a good sense of humour and perspective.	E	I
Able to build effective and positive relationships with all staff, children and parents.	E	A/I
Comfortable handling confidential and sensitive material with absolute discretion on behalf of the Head of Junior School.	E	A
Flexible, professional and adaptable in your attitude towards the role.	E	A
Prepared to take personal responsibility and make thoughtful decisions within the context of your role and the wider team.	E	A/I
Demonstrate a calm, confident manner in challenging and pressurised situations.	E	A/I
Possess a solution-focused, positive and dedicated outlook.	E	A/I
Committed to the safeguarding and welfare of the school's children.	E	I
Committed to the School and its development.	E	I
<b>Knowledge &amp; Experience:</b>		
Able to demonstrate highly effective and accurate communication skills – particularly written and verbal – with a keen eye for detail and confidence to meet tight deadlines.	E	A/I
Understand and have recent experience of excellent customer service both face-to-face and through other channels.	E	A
Relevant and recent experience of high quality administrative and/or secretarial support in a busy organisation/environment.	E	A
Experience in an educational setting and associated systems (e.g. ISAMS, CPOMS, etc.)	D	A
Experience of working in a team, demonstrating an ability to integrate effectively and provide constructive challenge to colleagues.	E	A/I
High level IT skills including familiarity and substantial experience with Microsoft Office, particularly Outlook, as well as some understanding of how databases are organised.	E	A/I
Ability and experience of working independently, demonstrating initiative, excellent organisation and effective prioritisation.	E	A/I
Experience in school admissions or recruitment in the wider sense.	D	A
Able to demonstrate evidence of imagination and successful innovation in developing your previous roles.	E	A
Experience of developing new business and attracting potential customers would be desirable.	D	A



# Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

- **Employee Assistance Programme: with Health Assured**
- **Healthcare:** We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.
- **Pension:** Aviva Pension Scheme
- **Fee discount:** Up to 50% Discount on Student Fees
- **Use of on-site facilities:** Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.
- **Social events:** All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.
- **Staff discounts:** The Grange has partnered with 'Benefit Hub' who offer discounts and money- saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.
- **Subsidised lunch:** in dining hall
- **Electric vehicle salary sacrifice scheme:** with Octopus
- **Cycle to work scheme:** Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.





## How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk).

Applications can also be returned to us by post, to: The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

**The closing date for applications is Wednesday 12th February 2025 at noon with interviews planned to take place week commencing 24th February 2025.**

*The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974.*



# THE GRANGE SCHOOL

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