



THE FULHAM BOYS SCHOOL

A Church of England School

The Fulham Boys School
532 Fulham Road
London SW6 5BD

General Administration/Personal Assistants

The Fulham Boys School is looking to appoint two outstanding people to work in our administration department. The make up of the roles will depend on the skills and experiences of the applicants. The roles could include:

- PA to the Executive Headmaster
- PA to the Head of School
- Careers Guidance/Support
- Sixth Form Support
- Co Curriculum administration
- Website
- School External Communication
- Further administrative support where and when required

The school is ambitious, believes strongly in its vision and ethos and is determined to influence the educational landscape nationally and globally. It is a growing Trust which means that there will be exciting career progression opportunities for staff.

Job Title: General Administration/Personal Assistant.

Start Date: January 2022 or sooner

Salary: Competitive and dependent on experience

Contract type: Full Time (Part Time also possible)

Why apply to The Fulham Boys School?

- To work in a school that despite having no external exam results and only three years old at the time, was the first independent Free School under the new framework to be Judged as 'Good' by Ofsted with Outstanding features.

- To work in a school that has been judged outstanding in all four categories in its SIAMS inspection in November 2017.

- Highly Competitive salary

- Longer holidays

- Free school lunches every day freshly prepared by our school chef.

- Cycle to work scheme.

- Great connections to all London tube-lines and overground routes.

What is the school like?

The Fulham Boys School is built upon the Christian Faith, geared towards boys and nurtures enterprise – personal, social and business.

We are a strict academic boys' school that aims to equip our young men to apply for Oxbridge and Russell Group Universities.

We have a truly comprehensive intake which includes boys from very affluent backgrounds rubbing shoulders with boys from economically deprived backgrounds. All meeting the same high standards and learning from one another. Our vision is to be among the very best schools in this country – state or private – and believe we are on course to achieve this in the next ten years. This is confirmed by our long waiting list of boys trying to get into FBS, the Department for Education, our Ofsted report in May 2017, our SIAMS inspection in November 2017 and local community feedback.

Ofsted commented,

'The headteacher has created a school which aims to achieve academic and personal excellence for all'

'Academic progress is strong, boys are on track to achieve well at GCSE'

'Behaviour in lessons is exemplary...the behaviour of pupils is outstanding...Boys live and breathe good manners and courtesy'

'Staff are very proud to work at the school and are fully committed to the aspirational ethos. They recognize the strong support from senior leaders in the development of their teaching and in recognition of their personal well-being'

'Staff engage with ways to improve their practice, there is a culture of collaboration and staff are keen to receive feedback: 'There is an extensive coaching programme and staff collaborate to share best practice.'

The Department for Education have said,

'The school's ethos is beyond exceptional'

'The boys love learning and speak highly of teaching'

'Morale is high and the school is thriving'

While the Local Community observed,

'The school has delivered on the big claims they made before the school opened'

How to apply?

Please apply by filling in the school's application form. If you would like to speak to someone at the school about the role then we would love to talk to you. You can call the school on 0207381 7100 or email recruit@fulhamboysschool.org.uk

Closing date for completed applications: Noon on Monday 1st November 2021

The successful candidates will be supportive of the School's distinctly Christian ethos

FBS is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.