



JOB DESCRIPTION

For the post of a full-time, term-time

SENIOR SCHOOL ADMINISTRATIVE ASSISTANT

from March/April 2019, or as soon as
possible thereafter

The Post

We are looking for an experienced and organised Administrative Assistant to support the work of the Deputy Head; the Second Deputy (Academic Director); Director of Pastoral Care; and Joint Heads of Individual Needs.

Based in 'Room 12' and working very closely with the Pastoral Assistant and Heads of Year, this post suits someone who can remain calm under pressure and who can be flexible to the demands of the day.

The successful candidate should possess a naturally helpful and personable manner as they will be dealing with children, teachers, support staff, parents and outside professional bodies.

Strict confidentiality and discretion is absolutely necessary for this post.

Experience of working in a school and using our iSAMS pupil management system, or another school management information database, is preferred, but not essential for the right candidate, as training will be provided.

We would also expect the candidate to be proficient in using the Microsoft Suite, in particular Word and Excel. We use cloud-based software for email and calendars. Accuracy and attention to detail in work is required.

The candidate will also be expected to be trained in First Aid. Training can/will be provided if the successful applicant is not already qualified. (Please note that we have a full-time School Nurse on campus.)

Hours of Work

35 hours per week: 8.00 am until 4.00 pm with one hour for lunch (unpaid) and a 20 minute morning break (paid).

The post is term-time (inclusive of five INSET staff days) plus two Open Mornings per year (on a Saturday), which totals 35.2 weeks per year.

Main Duties

- Support to the Deputy Head and Designated Safeguarding Lead (DSL):
 - Manage his diary and field phone calls.
 - Organising meetings with parents and teachers.
 - Management of the Visiting Speakers log and restraint file.
 - Administration of CPD (Continuing Professional Development) and our on-line training provider: Educare.
 - Administration and recording minutes for bi-termly DSL and Housestaff meetings.
 - Administrative support and liaison with our safeguarding management system: MyConcern.
 - Typing of letters, as required.

- Support to Second Deputy (Academic Director) and Exams Officer:
 - Typing letters, as required.
 - Assisting the Examinations Assistant, when necessary.
 - Photocopying of resources for teachers.
 - Disseminating exam certificates to current and old scholars and maintaining a record of despatch or collection.
 - During exam season, to be available to run errands to/from exam venues.

- Support to Director of Pastoral Care:
 - Helping with arrangements for taster days/transition days.
 - Collating Spiritual, Moral, Social and Cultural (SMSC) forms from Morning Talks (assembly).
 - Booking meeting rooms as required.
 - Preparing Head of Year resources, eg. Senior Management Team (SMT) pupil interview materials.
 - Typing letters, as required.
 - Input of green and pink slips (behaviour records) onto iSAMS.

- Support to 'Room 12' in general
 - Assistance with morning and afternoon registration, in particular. Chasing confirmation of Sixth Form pupil attendance with tutors/class teachers, as necessary.
 - Covering for the Pastoral Assistant where necessary.
 - Assisting pupils and/or parents with trying on PE kit.

- Support to Joint Heads of Individual Needs
 - Spend one morning per week in the Individual Needs office to undertake administrative tasks, as required.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected; and jobs can (and do) include anything from escorting groups of children or parents, dealing with complaints or rescuing wildlife!

The Administrative Assistant will report to the Deputy Head.

Salary

The post will be based on Points 20 - 23 of our H5 Admin/Secretarial scale. FTE will be between £21,006 - £22,992 per annum. Actual salary for 35.2 weeks will be between £15,097.79 - £16,525.20 per annum.

Pension and other benefits

The successful candidate will be entitled to join the St Christopher contributory Pension Scheme. Currently the School contributes 8% towards the scheme and matches individual's contributions to a maximum contribution by the School of 12%.

20 days holiday entitlement (pro-rated) plus bank holidays.

The School operates a health benefit and death-in-service scheme for staff.

The post holder will enjoy a free lunch during term-time school hours and free parking.

As a member of the School Community you and your family will be able to use the Pool (for free) during term time on Tuesday, Wednesday and Friday mornings (0715 – 0900) and Sunday mornings (0930 – 1130)

The Early Years Centre and Junior School

There are currently 170 children in our Early Years Centre and Junior School. There are currently 19 Junior School and Early Years teachers, 11 Teaching Assistants, plus several peripatetic instrumental tutors and other support staff working in the Junior School.

The Junior School is an integral part of St Christopher School. It is not a separate school in its own right and the Head of St Christopher has overall responsibility for all phases of the School. We are very much one community and it is this that gives us such a common and enduring ethos. The day to day management of The Junior School is delegated to The Head of The Junior School who is a member of the whole School Senior Management Team.

The Junior School is at present organised into nine classes, each with its own teacher. Early Years, comprising a Nursery and Reception classes are currently housed in a wonderfully converted rectory that was the childhood home of Laurence Olivier. Years 1–6 are housed in the main Junior School.

In addition to the class teachers there is also a team of classroom assistants working with each class. Music is taught by a specialist with instrumental teaching support. There are also good opportunities for specialist teaching in PE, Music and Modern Languages.

A new Junior School building was opened in September 2000, with four classrooms, a hall/gymnasium and an ICT teaching room. The buildings are attractive and well-equipped and the fine facilities of the adjacent Senior School are fully used. These include a theatre, drama studio, cookery centre, music and art centres, technology workshops and swimming pool.

Each day begins with Morning Talk, an informal assembly with music, which can include drama and readings: both children and staff participate in this and parents are always welcome. The teaching is conducted in an informal, lively atmosphere. The School day runs from 0840–1520. All teaching staff offer three after school activities from 1530–1630.

The School is dedicated to the development of children as competent, caring, self-disciplined, creative individuals. They are encouraged to speak up for themselves and for others. The Junior School has a long tradition in music and drama and outdoor activities.

The School

Founded in 1915, St Christopher School is an independent day and boarding school for girls and boys aged 3-18. We have 560 pupils and 65 full-time teachers.

We have no school uniform and everyone is called by their first name. We have no religious affiliation and welcome students and staff of all faiths and none.

Our Ethos

We treat our young people as individuals and aim for them to develop competence and resourcefulness, social conscience and moral courage, the capacity for friendship and a true zest for life.



How to Apply

In order to apply for this post candidates are required to complete our Application Form and send this, **with a letter of application**, to:

Toni Warner
Head's PA
St Christopher School
Letchworth Garden City
Hertfordshire
SG6 3JZ
E: toni.warner@stchris.co.uk
DL: (01462) 650901

Application Deadline: 12 noon on Monday 25 February 2019. We are happy to accept applications by email or post.

Interviews: Interviews will be held week commencing 4 March 2019.

The School is committed to safeguarding children and has rigorous safer recruitment procedures in place.

Toni Warner
Head's PA

February 2019

