



# St Dunstan's

## — College —

Recruitment Information

# College Office

# Senior Administrative Officer

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## About St. Dunstan's College



### *'Inspiring and assisting young people to achieve their potential'*

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for approximately 900 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of around 10 million pounds. The swimming pool has been completely refurbished and a new roof added, the Chemistry laboratories have been rebuilt and the front façade of the building has been renovated and cleaned. The recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, is an exciting opportunity which should permit further development on both sites. Planning is currently underway for the construction of a new Junior School on the College grounds.

The size of the College community is small compared to many of its competitors, offering all pupils an individualised approach to learning and development within a friendly, inclusive and nurturing environment. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. The diversity of the College is furthered by the inclusion of international students, in particular from China. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.





## Senior Administrative Officer

**Responsible to:** The Head of Administrative Services

### Employment

This appointment is: Full-Time (to start as soon as possible).

**Salary:** £27,500 - £28,500

- **Working:**
  - **This is a full-time year round post working 35 hours per week.**
  - Hours are normally 0830 - 1630 Monday to Friday, with some flexibility depending on the needs of the School.
  - Attendance at Inset Days and Open Days
- **Holiday.**
  - 20 days per annum, (rising to 25 days in the holiday year following completion of 3 years' service) plus bank holidays.
  - Holidays are expected to be taken during the school holidays and *not* during term-time.
- **Benefits:**
  - The employee will be auto-enrolled into the ISPS "Defined Contribution" pension scheme, provided certain eligibility criteria are met.
  - A free meal is provided at lunchtime during term-time
  - Interest-free season ticket loan
  - Employer contribution to the Private Medical Scheme
  - Salary Sacrifice schemes

### Administration

The Senior Administrative Officer will, under the guidance of the Head of Administrative Services, ensure that the College Office provides effective and timely administrative and organisational services to the College Community. The post holder will ensure the College Office workload is prioritised and work is completed in accordance with agreed targets and timescales. All administrative staff are expected to work as part of a larger team, offering support to each other at busy times.

The following list is not exhaustive but serves as an indication of what the role encompasses.

- Providing an efficient and professional administrative service to visitors, staff and pupils at all times
- Ensuring pupil data is updated promptly and accurately within the school MIS
- Monitoring the general enquiries email inbox and distributing as required
- Maintaining registers both manually and electronically
- Maintaining class lists and updating regularly in line with pupil movement
- Maintaining an accurate *paper based* pupil filing system
- Providing support to the Deputy Head's PA in respect of pupil absence notifications
- Providing first-aid to pupils as necessary and recording accurately in the school MIS
- Preparing first-aid analysis reports and submitting referrals as necessary
- Ensuring pupil transfer documentation is processed promptly

- Working closely with the Head of Administrative Services and Admissions to maintain the College roll, producing regular statistics and projections on pupil numbers as required.
- Working closely with the Head of Administrative Services and ICT to ensure the pupil roll year-end process is accurate
- Maintaining the provision of the school bus service, liaising with providers and parents to ensure efficiency and satisfaction
- Liaising closely with the ICT Department in respect of photocopier performance and usage
- Providing assistance with copying and printing of leaflets, posters or booklets for various school events and functions such as:
  - Careers and Higher Education Conventions
  - Open Days
  - Prize Giving
  - Presentation Assemblies
  - Society Dinners
  - School Productions
  - Internal Examinations
  - Examination Preparation Schemes
- Maintaining the catering database and liaising with the catering contractors to ensure all requests are recorded accurately
- Providing statistical analysis on catering matters as requested by the College Accountant
- Ensuring mail is dispatched in accordance with current policies
- Controlling the stationery budget through accurate ordering and departmental costing and providing statistical reports to the College Accountant
- Maintaining the College calendar of events in consultation with the Head of Administrative Services
- Providing support, where appropriate, to the Junior School Secretary, the Bursary Secretary and the PA to the Deputy Heads.

The College wishes to appoint a highly skilled, competent and well-organised individual to work closely with the Head of Administrative Services to ensure delivery of an outstanding administrative support service within the College Office.

### Person Specification:

	E	D
<b>Qualifications</b>		
Business Administration or Secretarial Qualification (or Equivalent)		•
Current first aid qualification or willingness to gain the qualification	•	
<b>Experience</b>		
Experience of providing an effective administrative/ secretarial service	•	
Experience of managing and operating administrative systems	•	
Experience of school computerised data systems ( <i>ideally SchoolBase</i> )		•

	E	D
Experienced to Advanced level in MS Office (Excel, Outlook, Word, PowerPoint)	●	
Experience of working in an educational environment		●
Experience of record-keeping and organisation of paper records	●	
<b>Job-related Skills/ Aptitudes</b>		
Ability to build and maintain successful professional relationships with students, parents and staff based on respect and consideration	●	
The ability to work in a calm and logical manner and to multitask in a busy school environment	●	
The ability to prioritise own work, and use own initiative in order to meet deadlines, without supervision	●	
Attention to detail and the ability to produce high quality documentation	●	
A high standard of oral and written communication	●	
Excellent numeracy and analytical skills in order to produce statistical reports as required	●	
Excellent written and verbal communication skills	●	
Enthusiastic, conscientious and hardworking	●	
Ability to follow tasks through to completion	●	
Discretion and the ability to keep information confidential at all times	●	
Participate in new initiatives and future changes in service delivery improvements to support the aims of the school	●	
<b>Personal Qualities</b>		
Willingness to work flexibly when required	●	
Ability to model good practice, demonstrating the vision, values and aims of the College	●	
Value diversity within the College Community	●	
Supportive of the school's implementation of all statutory requirements	●	
A commitment to actively pursue own personal development and take full advantage of training provided	●	

## **Promoting and Safeguarding the Welfare of Children and Young People**

The post holder will be required to adhere to the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's designated Child Protection Officer.

## **Applications**

The closing date for receipt of applications is; Friday 2 December 2016, early applications are encouraged as the Foundation reserves the right to appoint at any stage during the application process. Only applications received via [TES HireWire](#) can be considered.

**Successful candidates will be required to complete an in-tray exercise as part of the recruitment process**