



James Allen's Girls' School 4–18

jags



**CANDIDATE PACK FOR
STAFF RESOURCES ADMINISTRATOR**

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

www.jags.org.uk



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JAMES ALLEN'S GIRLS' SCHOOL

JAGS has been inspiring and educating pupils for over 270 years. It is the oldest girls' independent school in London. While we are proud of our history – it's made us who we are – we are very much a school of the present and the future. We celebrate the best of the old while embracing the latest innovations and technology.

Our day school pupils are drawn from a dynamic variety of cultural, social and economic backgrounds, with 50 languages spoken at home. We currently have 126 pupils on our own bursaries, with 51 of them on free places and an average of 89% fee subsidy paid. Diversity is our strength but we share a common purpose: to help all our pupils fulfil their potential. We know we are lucky and that we gain from sharing what we have. 'Good Neighbours' has been our policy for many years. We look outwards and draw people in. We are part of the world around us.



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In a changing educational world, my core values remain intact. As an Oxford graduate, and student of literature, I want pupils to love learning for its own sake and to strive for excellence.

But true education always comes back to people. To supporting the young on individual journeys so they are ready to lead purposeful, happy adult lives. As soon as I set foot in JAGS, I knew that this was at the heart of the school's ethos too. Known for its academic excellence, JAGS is so much more. It is a school with heart and conscience and one which reaches out beyond its own community.

I also believe firmly that schools have responsibility for the whole person. Sport, arts and leadership are part of that - but the less measurable qualities of social responsibility and empathy are just as important.



Jill Anne Hargreaves

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WORKING AT JAGS

Working at JAGS is more than just about working. JAGS is a community and a family that strives to create a warm and supportive environment for both the girls that come to learn here, but also for the staff that come to work here.

From your first day at JAGS you will have access to some of the best facilities in the country and will be encouraged to take part in the many activities here.

JAGS works hard to attract the best staff and therefore the benefit package at JAGS is very generous. We have our own pay scale which is above the national average and we also offer all staff a discount on school fees. You will have access to our multi purpose sports centre which includes tennis courts, a 25m swimming pool, spin studio and a rock climbing centre. You will receive free lunches as well as free parking and free access to the Dulwich Picture Gallery.

Working at JAGS is a great opportunity for anyone, whether a teacher, a gardener or an IT technician and we work with all our staff to offer development opportunities wherever possible.



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Staff Resources Administrator

We are looking to recruit a highly organised Staff Resources Administrator to provide a swift, efficient and comprehensive reprographic and administrative support to the teaching staff and (where appropriate) other members of the staff in the school. The post holder will be organised and able to prioritise work to meet various deadlines. We are looking for a flexible and a strong team player with good interpersonal skills.

Experience of working within a school environment would be an advantage.



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Staff Resources Administrator

Essential

- Previous secretarial, reprographic and administrative support .
- Ability to work as a team member as well as take own initiative where appropriate
- High level of literacy and grammatical accuracy
- Computer literate (Microsoft Office), with very good typing and desktop publishing skills.
- Strong interpersonal and people skills, able to relate to staff, parents and photocopier engineers with tact and discretion
- Attention to detail - layout of documents, posters & programmes.
- Flexible in approach and ability to remain calm
- Organised with the ability to prioritise work, meet deadlines and work under pressure
- Able to handle and lift boxes of paper and machinery
- Ability to maintain confidentiality as required

Desirable

Experience of working within a school environment

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