



Administration Manager

King's College London Mathematics School

- Salary £24,000 – £28,000 depending on experience and qualifications
- Full time / Term time + 4 weeks (for the right candidate)
- Permanent
- Start date as soon as possible

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post;
- Job description;
- Person specification.

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our [website](#).

You may include a curriculum vitae and/or covering letter as well as, but not in place of, the application form.

Applications should be made electronically in Word or PDF format by email to mathsschool@kcl.ac.uk

Enquiries may be made to Gaenor Stevenson, Business Manager, at Gaenor.Stevenson@kcl.ac.uk

Closing date: 12pm on Friday 21 September but early applications are encouraged

Final date for interviews: Friday 28 September but applications will be considered on receipt

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

King's College London Mathematics School (KCLMS)

www.kcl.ac.uk/mathsschool

King's College London Mathematics School is for students aged 16-19 with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best institutions. The school opened in September 2014, and has fast become highly successful: the school was graded as Outstanding in all areas and Outstanding overall by Ofsted in 2017, and the most recent results place the school as the top performing A Level school in the country. Students also demonstrate more progress from GCSE to A Level results at KCLMS than at any other significant A Level provider.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful study at university.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including the STEP (Sixth Term Examination Paper) set by Cambridge, an important pre-requisite for mathematics courses at some of the best universities in the UK. They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 25 universities in the world (2017/18 *QS World University Rankings*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. The Mathematics, Physics and Informatics departments of King's College London were closely involved in curriculum development for the school and maintain an ongoing supportive role, ensuring strong intellectual foundations and insight into developing applications of mathematics. PhD students from King's visit the school weekly to run problem solving classes for students in small groups.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from the King's Waterloo campus. The school has 140 students split between year 12 and year 13.

Admissions Policy

King's College London Mathematics School operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English (grade 5-9);
- A threshold score in a mathematical entry test set by the King's College London Mathematics School;
- A successful interview in which the school will assess the likely impact it will have on the future career of each applicant.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme (see below) to further this objective.

Outreach

King's College London Mathematics School aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

Administration Manager

The school is seeking an enthusiastic, capable and skilled individual to undertake a key role in the school, as the school's principle administrator. The post holder will act as the first point of contact for the school, staffing the visitor reception as well as managing the primary school email address and telephone number. They will provide a broad range of high quality administrative support, including functioning as the executive assistant to the Head Teacher, in staff recruitment, in minute-taking for key meetings, supporting with the production of marketing materials and maintaining the school's web site. They will line manage the Administrative Assistant, an apprentice who will support them to ensure efficient and effective school administration.

This post represents an exciting opportunity for an individual who enjoys multi-tasking and working across a wide range of functions. The successful applicant should have excellent organisational and time-management skills and have the ability to prioritise their workload to ensure that deadlines are met as well as to work autonomously and take initiative. Excellent communication and interpersonal skills are also essential requirements of the post.

The role will be of interest to those who have experience of an administrative position, wish to take on more responsibility and who are seeking a challenging and stimulating role in a high achieving environment.

The post will commence as soon as possible.

Job description

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| Post title | Administration Manager |
| Responsible to | Business Manager |

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| Role outline |
| The Administration Manager will lead on provision of an effective administrative support function for KCLMS, and will be the first point of contact for the school. |

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| Responsibilities |
| <p>School administration</p> <ul style="list-style-type: none">• Acting as the first point of contact for the school, including by email and in person;• Coordinating all communications between the school and its stakeholders, to include students, parents and governors;• Overseeing the provision of school reception facilities, including ensuring that all visits are compliant with KCLMS Safeguarding Policies;• Line managing the Administrative Assistant, including providing leadership, training, quality assurance and also performance management;• Providing administrative support, including booking rooms, sending out communications and ordering catering for all school events, including outreach events;• Arranging meetings as directed by the Senior Leadership Team, providing minute taking and follow up actions, booking venues and assembling appropriate materials;• Assisting with the preparation of documentation and data required by external organisations including DfE and ESFA;• Ensuring that the school's website is effective, in particular by keeping content up to date; |

- Providing a front-of-house service at school events, including open evenings, taster days and parent/carer consultation evenings;
- Managing the school's reprographics facilities and arranging external printing where appropriate;
- Overseeing the organisation of all office systems, provision of stationery and office equipment.

Staff Recruitment

- Placing advertisements for positions on the school's website, on TES, and as directed;
- Processing and responding to any applications submitted;
- Reviewing requisite paperwork from candidates, including eligibility to work in the UK and evidence of identity and qualifications;
- Completing DBS checks, entering data into the Single Central Record, seeking and filing references;
- Maintaining complete HR files for all appointed staff.

Additional Administrative Responsibilities

- Functioning as an executive assistant to the Head Teacher, including scheduling appointments and preparing paperwork in advance of meetings;
- Liaising with relevant departments and individuals at King's College London over HR, IT support, security, cleaning and maintenance;
- Managing an ongoing building maintenance list, and liaising with individuals from Morley College to ensure tasks are completed or are escalated as appropriate;
- Managing an ongoing IT problems list, and liaising with the support team at King's College London to resolve any such problems;
- Keeping records of hours worked by temporary staff and managing their payments through the temping agency used by the school;
- Liaising with visitors to the school, including those conducting Health and Safety checks and other buildings functions, to find appropriate times for their visits that minimise any interruptions to learning;
- Liaising with the Governing Body in principle through the Clerk to the Governing Body and the Chair of Governors.

Broader responsibilities

- Acting as a First Aider and Fire Marshall (the school will provide training) for the school;
- Contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for all students and prioritising at all times their safety and well-being;
- Demonstrating a commitment to the mission and vision of the school, including our aim to provide opportunities to all regardless of background;
- Participating in arrangements for students' supervision during public examinations;
- Undertaking such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

| Criteria | E S S E N T I A L | D E S I R A B L E | HOW IDENTIFIED AND ASSESSED AP Application I Interview R References |
|--|---|---|--|
| Education/qualification and training | | | |
| GCSE English and Mathematics or equivalent qualifications | X | | AP |
| A good standard of general education (A-level or equivalent qualifications) | X | | AP |
| Administrative / Secretarial qualification | | X | AP |
| Trained in First Aid and/or Fire Marshall | | X | AP |
| Experience | | | |
| Experience of office administration | X | | AP, I |
| Experience of handling a complex range of tasks including unexpected activities and prioritising these effectively | X | | AP, I |
| Experience working in a school office | | X | AP, I |
| Experience of meetings administration and taking of minutes | | X | AP, I |
| Experience of organising events | | X | AP, I |
| Experience of editing publications / website | | X | AP, I |
| Knowledge/skills | | | |
| Excellent written communication skills, with a high standard of English | X | | AP, I, R |
| Excellent oral and interpersonal skills with the ability to communicate clearly and appropriately | X | | AP, I, R |
| Excellent organisational skills, including keen attention to detail | X | | AP, I, R |
| ICT literacy, including familiarity with Microsoft Office applications and the ability to learn new systems | X | | AP, I, R |
| Ability to deal with competing priorities and deadlines | X | | AP, I, R |
| Ability to record and assimilate information accurately, and to make accurate records | X | | AP, I |
| Ability to deal independently with email correspondence and telephone enquiries | X | | AP, I, R |
| Personal characteristics/other requirements | | | |
| Proactive in approach to work, taking initiative on duties | X | | AP, I, R |
| Capacity to take initiative and to innovate | X | | AP, I, R |

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| Ability to work constructively with others inside and outside the school | X | | AP, I, R |
| Integrity and reliability | X | | AP, I, R |
| Ability to work outside of core hours, occasionally supporting evening and weekend events | | X | I |

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the College will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for College staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: www.gov.uk/db

Copies of the DBS's Code of Practice and the College's Recruitment Policy for posts requiring Disclosure are available on request.

Equal opportunities

King's College London Mathematics School recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the School's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the School are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Manager, Gaenor Stevenson, by emailing Gaenor.Stevenson@kcl.ac.uk

Thank you for your interest in King's College London Mathematics School.