The St Marylebone Church of England School
Specialist School for the Performing Arts
64 Marylebone High Street, London W1U 5BA
Tel: 020 7935 4704 Fax: 020 7935 4005
Website: www.stmaryleboneschool.com
E-mail: recruitment@stmaryleboneschool.com

ADMINISTRATOR: PUPIL ATTENDANCE, BEHAVIOUR & WELFARE

Salary: NJC points 22 - 27 (£24,134 - £27,652) depending on experience. This equates to £20,309 - £23,270 for working term-time only.

Daily Hours: 8:15am - 4:45pm.

We are seeking to appoint a confident and proactive administrator to join the School’s pastoral team.

ABOUT THE TEAM

The role of the pastoral team is to bridge the academic progress of students with their personal development and well-being. This includes managing attendance at whole school level, identifying and resolving issues which might otherwise impede the happy, healthy development and progress of students, as well as planning interventions and finding creative and meaningful ways to make a difference. The team is led by the Deputy Headteacher: Pastoral & Safeguarding and includes the Head of Upper School, Head of Lower School and Heads and Assistant Heads of Year.

ABOUT THE ROLE

The successful candidate will take responsibility for the administrative work of this team.

Daily tasks will include the running of Truancy Call (the School’s pupil absent and late messaging system), administrating the School’s detention and behaviour procedures, drafting and sending letters on behalf of the pastoral team and minuting safeguarding meetings. The role will also involve longer-term projects, such as organising Academic Review Day and managing the production of pupil planners. The team has recently launched a new Behaviour Policy across the whole school and this has created an opportunity to develop new administrative systems to support its sustained effectiveness.

There is plenty of scope to develop and progress in this role. Your skills will be valued and the School will be committed to your professional development. You will be joining a friendly, hard-working and forward thinking team in an exceptional school successively rated ‘outstanding’ by Ofsted.

We will provide full training and guidance, but excellent IT and administration skills (including the ability to pick up new software as required) will be essential. A key part of the role will be the continual monitoring and improvement of current administrative systems.

ABOUT OUR SCHOOL

- Founded in 1791, The St Marylebone CE School is an outstanding comprehensive school for girls with a mixed sixth form, serving students of all faiths or no faith.
- Successively rated ‘outstanding’ by Ofsted, the School is one of the best performing non-selective state schools nationally.
- Prime central London location on Marylebone High Street with excellent transport links. Nearest tube stations: Baker Street, Regents’ Park (both a 2-minute walk away).

PERSON SPECIFICATION - WHAT ARE WE LOOKING FOR?

Essential:
- Be methodical with the ability to organise own workload, assess priorities effectively and work to daily deadlines.
- Be able to demonstrate strong all-round administrative skills, including the ability to evaluate and contribute to the continual improvement of systems.
- Strong ICT skills including proficiency in the full suite of Microsoft Office and ability to learn new specialist software as required (we use Google Mail and Google Drive).
- Be able to demonstrate a high degree of initiative, to solve problems and work proactively.
- Excellent interpersonal skills with the ability to communicate confidently, intelligently and effectively both verbally and in writing at different levels with a range of stakeholders.
- Enthusiastic, positive attitude.
- Ability to maintain strict confidentiality of information received and processed as part of the role.

Desirable:
- A knowledge of the SIMS database (or similar) is not essential but would be an advantage.
- Experience of working in a School / education administration.

HOW TO APPLY

Application forms are available to download from the School’s website:

www.stmaryleboneschool.com/vacancies

Please return your completed application form via e-mail to:
recruitment@stmaryleboneschool.com

If you have any questions, please don’t hesitate to get in touch:
recruitment@stmaryleboneschool.com

Closing date: by 9.00am on Friday 12th January 2018
Start date: as soon as available

The School is committed to safeguarding and promoting the welfare of children & vulnerable adults and it is our expectation that all staff and volunteers share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS).