



Felsted

# Common Room Secretary (Maternity Cover)

## *Role Information Pack*



## Common Room Secretary

*Maternity Cover | Commence September 2018*

*Salary of £14,095.67 per annum pro-rata*

*One-Year Contract | Job Share | Term-time (38 weeks per year)*

We have an opportunity for a well organised, enthusiastic and flexible secretary/administrator to join our Senior School Common Room Office.

The main duties of the role are to provide general, routine secretarial and administrative support to all members of Common Room (teaching staff) and to ensure compliance with regulations regarding following-up pupil absence. Other duties include updating the School's intranet system, arranging transport for our international students, calendar and school event administration and organising Sunday activities for Boarders. This is a varied role that requires the appointee to communicate well across a very busy and diverse environment.

It is essential that the successful candidate has excellent communication skills, is well organised, has a can-do attitude towards

customer service and has a calm and professional predisposition. This role is to cover maternity leave (up to one year) working term-time plus four weeks floating throughout the School Holidays (totalling 38 weeks per year). The hours of work are Mondays, Tuesdays and Wednesdays from 8.30am to 6.00pm plus alternate Saturday mornings from 8.30am to 12.00 noon.

We are rated "Excellent in every aspect" by the Independent Schools Inspectorate.

If you would like to apply for this role, please visit our website. [www.felsted.org/employment-ops](http://www.felsted.org/employment-ops) to access our online application form.

Closing date for receipt of applications is Monday 06 August 2018 12:00 noon.

Interviews will be held on Tuesday 14 August 2018. The role will be commencing early September 2018.

*Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.*

# Job Description: Common Room Secretary

## ACCOUNTABLE TO:

Overall line management by Senior Deputy Head. Day to day line management devolved to the President of Common Room.

## JOB PURPOSE

To provide general, routine secretarial and administrative support to all members of Common Room. To ensure compliance with regulations regarding following up pupil absences. To assist other Senior School secretaries/PAs as requested.

## PRINCIPAL ACCOUNTABILITIES:

### Pupil absences, registration, reports and other pupil administration matters

- Liaise with HMs regarding pupils' absence and follow up those who have not registered and to act on HMs' instructions.
- Support in ensuring the MIS pupil data is accurate and up to date
- Report printing
- Maintaining Travel System for International Pupils, including organising taxi transfer to airports and other destinations before and after school holidays when requested

### Arranging events and calendar

- Calendar administration – recording and updating all events and meetings, arranging for printing; updating and informing Departments during the term. Updating calendar on the web-site, attending calendar meeting one evening per term
- Maintaining charge sheets for events when required
- Help with Open Day administration and other special events
- Administration of events such as the Leavers' Ball to include overseeing ticket sales, wine orders, menus, booklet printing, charge sheets etc. – organising extra support from secretarial staff as required
- Organising Sunday Activities for Boarders including arranging supervision by Common Room staff, preparation for petty cash and trip forms, booking tickets, arranging transport

### Secretarial support to the common room

- General typing of letters by CR to parents, and address labels and mailing
- Typing of manuscripts, postcards, amended documents
- Photocopying such as teaching materials, year group examination papers, booklets, etc.
- Assisting with the organisation of school trips
- Assisting with meetings and events at Felsted
- Binding documentation
- Updating Common Room pigeonhole room, annually
- Updating display material on notice board
- Common Room briefing meeting notes and minutes
- Overseeing the bookings of Common Room venues in LRH Building

- Overseeing bookings of presentation equipment such as projectors and laptops and to assist in setting up equipment when required.
- Printing UCAS applications
- Providing badges to Common Room for public events i.e., Open Days as required

### Other

- Ordering paper and stationery
- Overseeing photocopiers maintenance and repairs in academic areas
- Completing the DFE and ISC Annual Censuses
- Supervising taxi companies ensuring all paperwork is accurate and up to date
- Any other ad-hoc duties as reasonably requested

## EXPERIENCE AND SKILLS

### ESSENTIAL:

1. Good level of education (A\*-C grade GCSE's in Maths and English, or hold an equivalent qualification)
2. Positive 'can-do' attitude towards customer service
3. Ability to be organised to manage own workload
4. Able to remain calm, professional and flexible when working to deadlines
5. Ability to work effectively within a team and on own initiative
6. Excellent communication skills, both written & verbal including attention to detail
7. Understand the importance of data protection and confidentiality
8. Excellent ICT knowledge and experience of using the Microsoft Office Suite

### DESIRABLE:

9. Relevant professional qualification
10. Previous experience of working in an Educational environment
11. Previous experience within an secretarial/administration role

## REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme (matched contribution at 2.5%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site 'Aroma' by Caffé Nero Coffee Shop.

## TERMS OF EMPLOYMENT

- Maternity cover (up to one year)
- Term-time plus four weeks floating throughout the School Holidays, totaling 38 weeks per year
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Salary of £14,095.67 per annum pro-rata
- Hours of work are Mondays, Tuesdays and Wednesdays from 8.30am to 6.00pm plus alternate Saturdays from 8.30am to 12.00 noon (approximately, but not limited to, 12 per Academic year)
- Attendance at the calendar meeting one evening per term

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## Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



## Felsted Senior School

The Senior School educates some more than 540 students aged between 13-18, of which over 80% of students take advantage of the School's boarding provision. Boarders at Felsted lead full lives. There is time to ensure academic work is completed to a high standard, to be involved in a breadth of co-curricular activities and to build lifelong friendships. Personal qualities such as confidence, independence, organisation and leadership will be developed in a caring and happy community.

In addition to our two Day Houses there are eight boarding houses in total at Felsted: six for Boarders in Years 9 to Lower Sixth and two for Upper Sixth Boarders. Each house offers unique environments for study and personal development, supported by a Housemaster or Housemistress (HM), Assistant Housemaster or Housemistress (AHM), a Resident Tutor (RT), a Matron and a Tutor team.

## Academic

We enter our students for GCSE, A Level and the International Baccalaureate courses. In our latest results (August 2017), our students achieved:

- We had 22 students take the **International Baccalaureate** Diploma with 100% pass rate
- At **A Level**, the pass rate was higher than 99% with more than 87% of all grades being C or better.
- At **GCSE**, results were also impressive with 40% of grades at A\* to A, 93% at A\* to C and 96% achieved five A\* to C grades.

The following departments gained over 85% A\* to B grades: English Language, English Literature, Greek, Latin, Maths, Religious Studies and Theatre Studies. When compared academically against other schools, both independent and state, Felsted scores extremely well. The School leads regional league tables in terms of the value it delivers to a broad range of academic ability. Since 2012 we have been placed within the top 10% of all schools nationally, both in Independent and comprehensive.







## International

We welcome students of all nationalities and routinely celebrate cultural diversity. Integrating international and UK students is an extremely important component of the Felsted ethos of valuing and respecting difference.

Through partnerships with organisations such as Round Square and Magic Bus, in addition to a fully integrated International Baccalaureate Diploma programme, Felsted is a globally-minded school that aims to prepare all of its students for international co-operation, communication and understanding, both now and in their future careers.

## Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.

All students have the opportunity to represent the school in sporting fixtures during their school career, with travel to an away fixture once a fortnight the norm for the vast majority of students. Additionally, students who take their sporting expertise to a higher level will receive the opportunity to join one of the many Sports Trips and Tours.

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## Music

Music is part of the fabric that makes up Felsted life and has been for many years. The School has forged a strong partnership with The Junior Guildhall in London. The School provides broad opportunities for musicians of all types - our main aim is that everyone who wants to be involved musically can be accommodated. All students are involved in some way, whether it is singing in Chapel, participating in the Inter- House Singing Competition or through individual musical interest.

Felsted musicians are supported by five full-time members of staff and over 25 visiting instrumental and vocal teachers. Tuition is available in a wide range of instruments ranging from the violin, Harp, Saxophone and Drums through to the Cello, Oboe, Organ and Electric Guitar!

Singing plays a hugely important role both in Chapel and in more informal settings. Elsewhere, the School boasts a number of Orchestras, String Ensembles and Wind and Brass Groups.

## Drama & The Arts

Felsted has a reputation for drama productions of the very highest quality. Drama overall makes a significant contribution to the co-curricular life of the School. Our Hunt Theatre is equipped technically to the standard of any small professional theatre: the extensive facilities include flexible seating, fully computerised lighting and sound controls, an impressive range of lanterns and sound equipment, dressing rooms, a front-of-house box office and a licensed bar. Larger scale productions tend to be put on in the School's majestic Grignon Hall, which can seat an audience of 400.



## Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at [www.felsted.org/employment-ops](http://www.felsted.org/employment-ops).

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description, so it is important you provide as much relevant information as possible.

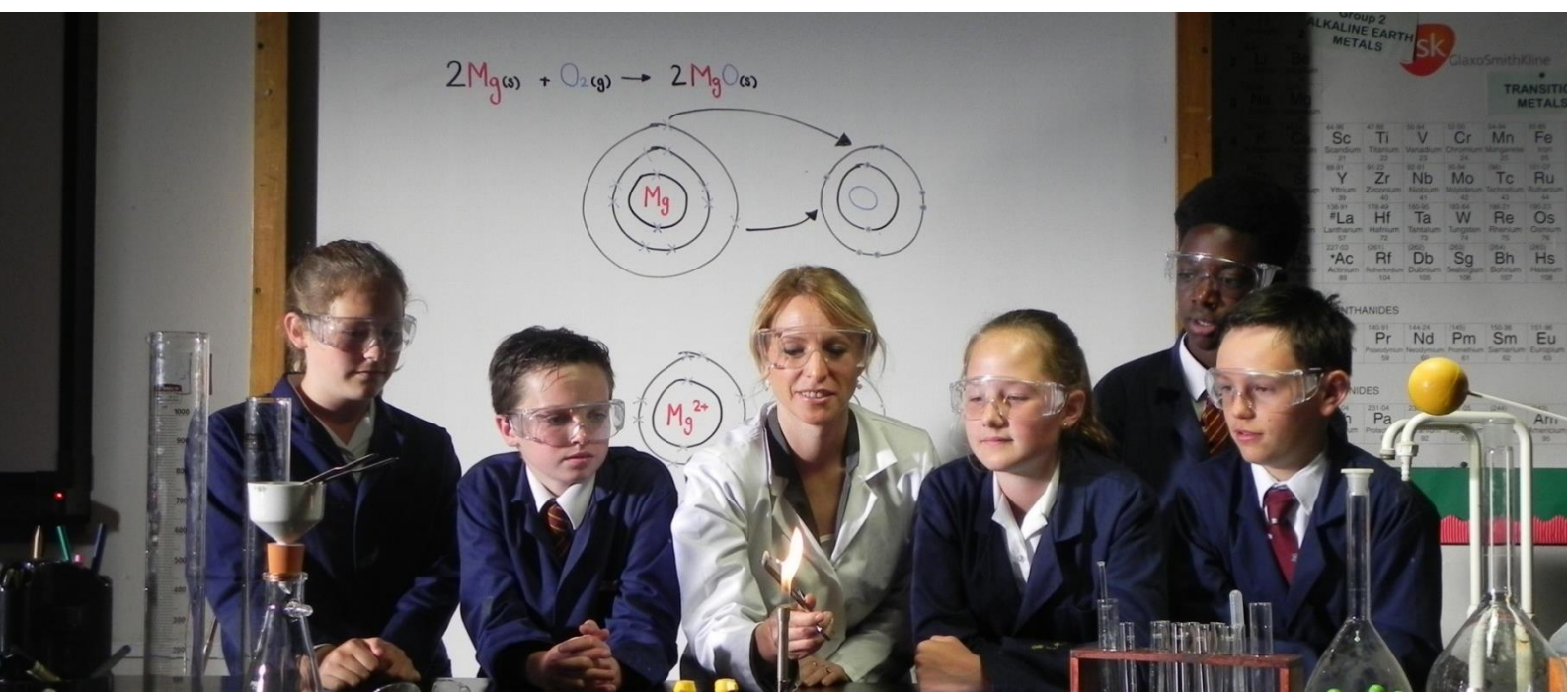
Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Our Policy Statement on the Recruitment of Ex-offenders can be found on our website [www.felsted.org/employment-ops](http://www.felsted.org/employment-ops).

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

- Identification to prove your Right to Work in the UK
- A completed DBS application form along with three pieces of ID
- Evidence of any qualifications you hold that are necessary for the post you are applying for.
- If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.



# Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

## Appointment Date

The appointment will commence around mid-September 2018.

## Salary

The salary is £14,095.67 per annum pro-rata.

## Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

## Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

## Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of discounts, offers and cashback from high-street retailers.

## Employee Reward Package

A full list of employee benefits can be found on our employment opportunities website pages under 'Employee Reward Package'.

## Terms of Employment

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## Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring

Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy statement on the Recruitment of Ex-offenders that can be found on our employment opportunities home page. A full copy of the policy can be found by emailing [hr@felsted.org](mailto:hr@felsted.org). As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) applicants are obliged to disclose **spent** convictions in addition to any **unspent convictions**. The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

## Other Employment Checks

The offer of employment is also conditional upon satisfactory receipt of the following employment checks.

- a. Proof of your Right to Work in the UK
- b. Two professional references
- c. Barred List Check
- d. Medical Questionnaire
- e. Overseas Police Check (if you have resided outside the UK within the last ten years)
- f. Evidence of qualifications held (if appropriate)
- g. NCTL & EEA Prohibition Check (if applicable)
- h. Prohibition from Management (if applicable)
- i. Disqualification by Association (if applicable)

We look forward to receiving your application.



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Independent / Co-educational / Boarding & Day / Ages 4-18



**Felsted**