

Languages Faculty Administrator (Full-Time, Term-Time only) Languages Faculty

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and 116 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a Languages Faculty Administrator to work full-time (40 hours per week) during term-time only within a thriving and busy Languages Faculty. The successful candidate will have excellent written and verbal communication skills and an interest in foreign cultures. The post would suite a hard-working, reliable and enthusiastic person with a good sense of humour and the ability to work well under pressure and adapt to changing circumstances. Therefore a flexible, pro-active and self-motivated team-player with proven administrative and IT skills including Word, Excel and database is desired. This position is available from March 2018.

OUTLINE OF POST:

To assist the Head of Languages through the provision of administrative and clerical support.

MAIN DUTIES AND RESPONSIBILITIES:

The Languages Faculty Administrator will assist the Head of Languages and the Languages Faculty in the following areas:

- The general day-to-day administration of the Languages Faculty.
- Acting as first point of contact for the Faculty.
- The organisation of exchanges and trips through:
 - Maintaining a spreadsheet of participants
 - Sending letters to parents
 - Collating replies and payments
 - Chasing late replies and missing details
 - Booking flights and other transport
 - Creating a programme of activities in the UK, including making bookings
 - Facilitating foreign pupils attending Whitgift lessons
 - Liaising with the Educational Visits Coordinator, the Second Master, the School Nurse and the Whitgift Foundation
 - Ensuring safeguarding procedures are followed
- Administration and timetabling of GCSE, A Level and IB oral examinations.
- Administration of the weekly Languages Detention.
- Creating and maintaining Languages pupil set lists.
- Assistance with preparation of all internal exams.
- Assistance with open morning/evening preparation.

- Publicity and marketing for the Faculty.
- Producing exam result statistics annually.
- Administration of Languages Options for the Lower School.
- Preparation for and taking minutes of, departmental meetings.
- Maintenance of departmental files.
- Administration relating to Foreign Language Assistants including rooming and maintenance of timetables.
- Administration of various Faculty software packages (e.g. Vocab Express).
- Proof reading reports, correspondence, Options Booklets etc.
- Overseeing the Languages Laboratory.
- Scanning and uploading of digital resources.
- Overseeing Faculty equipment (e.g. Mp3 players, timers, iPads).
- Invigilation of entrance and public exams as required.
- Looking after visitors to the Faculty including external examiners and job applicants.
- Undertaking any other duties that are reasonably requested from time to time.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

General:

- Have an international outlook and be open to foreign cultures
- Excellent written and verbal communication skills are essential
- Hard-working, reliable and enthusiastic
- Good-humoured and desiring to achieve the highest standards
- Able to work as part of a team and also independently without supervision, when required
- Ability to work under pressure and to meet required deadlines.
- Able to prioritise your work and adapt when circumstances change
- Flexible, proactive and self-motivating.
- Excellent administrative and ICT skills (Excel and Word skills are essential, with SIMS or similar database experience being desirable).
- Have an understanding of the needs of a thriving and busy school department
- Ability to work under pressure.

Qualifications:

- Capable of demonstrating excellent administrative skills and a working knowledge of Microsoft Office
- Knowledge of a foreign language would be an advantage

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday allowance
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, term-time, full-time only contract.

The Languages Faculty Administrator will work 5 days per week. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be agreed with your line manager and mutually agreed in advance.

The salary range for this post will be Point 21-24 on the Whitgift Foundation Support Staff Salary Scale, dependant on qualifications and relevant experience; this is currently £26,207.00-28,479.00 per annum. The pro rata equivalent is £20,663.20-22,454.60 per annum (based on term-time, 41 weeks and inclusive of 5 weeks' annual holiday entitlement).

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible.

Closing date: Midnight on Thursday 22 February. Interviews: W/c 26 February or 5 March 2018.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

February 2018