



**St Dunstan's**  
College

## Junior School Administrative Assistant & Receptionist

*Recruitment Information*

Employment Status

**Term-Time (20 hpw )plus Inset Days**

Required From

**As soon as possible**

Job Location

**Junior School**

Application Closing Date

**Friday, 16 February 2018**

Interviews Week Commencing

**Monday, 26 February 2018**





## WELCOME TO ST DUNSTAN'S COLLEGE

Thank you for your interest in our College. We are a community that is grounded in the vibrancy of our South London setting and we celebrate the opportunities afforded to us by being located in such a diverse environment. We encourage creativity and innovation, expect high standards of performance and support members of our community with clear professional development and a range of benefits.

Mr N Hewlett  
**Headmaster**



St Dunstan's Educational Foundation (Charity Number 312747) consists of three elements; St Dunstan's College, St Dunstan's Enterprises and St Dunstan's International.

## ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years, the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is a proud reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School, a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points. St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

## ST DUNSTAN'S ENTERPRISES

The Foundation's commercial arm provides facilities and activities for external use, including a range of sports amenities for football, rugby, tennis and swimming; an impressive wedding venue space and clubhouse for social events; a private nursery; holiday clubs and summer schools. Planning permission has just been granted for a new Multi-Use Games Area (MUGA) to enhance our sporting provision, and works will commence early in 2018.

## ST DUNSTAN'S INTERNATIONAL

The Foundation works closely with a Chinese partner on a number of projects including providing places for a number of Chinese students, who join the community in Year 10 and Year 12. These students live with host families in the local area for the duration of their studies. The partnership also extends to the provision of nursery education in China. Further exploration is taking place on additional international ventures, including the establishment of international schools.



# THE ROLE

## Purpose of the Job:

To be an ambassador for the College when meeting parents and other visitors to the Junior School and to act as a first point of reference when people arrive

To provide secretarial and administrative support in the Junior School

Contribute to the overall ethos/work/aims of the school and meeting the needs of the children

# JOB DESCRIPTION

Accountable to:

Head of Operation – Administration

Line managed by:

Junior School Registrar & PA to the Head of Junior School

Works closely with:

Junior School Leadership Team and the College Office Team

Deputises for:

Junior School Registrar & PA to the Head of Junior School

## Main Areas of Responsibility:

### Customer Focus

- Model excellent professional relationships with children, parents and other professionals in the Junior School and wider College community
- Provide an excellent administrative service to the Junior School community

### Reception Duties

- Perform Receptionist duties during contracted hours: acting as first point of reference for, receiving calls, children, parents, visitors and telephone enquiries.
- Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff

### Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
- Maintain notice boards

### Administration

- Provide a general administrative service to Junior School staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required

### Data Management

- Maintain high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times

## Attendance

- Follow school attendance procedures
- Monitor registers and on a daily basis, call families where children are absent
- Update daily attendance on the College's Management Information System (iSAMS from September 2018)

## Admissions/Pupil Data

- Process pupil admissions in accordance with admissions policy
- Maintain pupil database, amend/update records on the system, print appropriate

## Safeguarding

- Comply with policies and procedures covering child protection, health, safety and security
- Contribute to safeguarding the welfare of children in the school
- Maintain the security of property in a way that is consistent with the organisation's procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
- Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges

## Other

- Model high professional standards and be a responsible and effective member of staff, attending regular meetings as appropriate
- Undertake such other duties as directed and required from time to time

# PERSON SPECIFICATIONS

*The successful candidate will possess the following Qualifications/Experience/Knowledge*

	Essential	Desirable
A recognised vocational / Business and Administration qualification		X
Previous experience in a similar admin/reception role	X	
Advanced user of all Microsoft Office systems	X	
Experience in the education sector, particularly an independent school		X
Experienced in the use of databases, with the ability to enter information accurately and extract for reporting purposes	X	
Ability to work under pressure, maintaining a sense of perspective	X	
Accuracy and close attention to detail	X	
Well organised and able to multitask	X	
Ability to forward plan and work to deadlines within a busy environment	X	
Ability to build and maintain effective relationships	X	
Tact, diplomacy and empathy	X	
Commitment to safeguarding children and young people	X	
Excellent interpersonal and organisational skills, with an ability to remain calm, positive, polite and cheerful at all times	X	
Discrete, with the ability to respect confidentiality	X	
Reliable and dependable	X	
Ability to forge good working relationships with a large cross-section of staff	X	
Respect for diversity, different cultures and values	X	
Confident, enthusiastic and committed	X	
Willingness to be flexible to assist colleagues with peaks in workload	X	
Excellent command of the English language, especially with regard to spelling and grammar	X	

# THE PACKAGE

**Salary:** £9,521

**Hours** 0800 – 1200 (Term-Time) plus Inset Days

**Benefits:** Generous Pension Scheme  
Tuition fee remission\* (25%)  
Private Health Care Insurance (50% paid by employer)  
Free lunch and beverages during term time  
Free off road parking  
Reduced health club membership  
Salary Sacrifice Schemes including Childcare Vouchers, Tax Free Childcare and Bike2Work  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation  
Use of College leisure facilities including gym, tennis courts and pool\*

*\* Conditions apply*

## APPLICATION PROCESS

Please complete the application form available on our website and include a covering letter. This letter is your opportunity to evidence where you meet the person specification and will include your supporting statement. **Full details of the application process can also be found on our website.**

Completed application forms and covering letters should be emailed to **[recruitment@sdmail.org.uk](mailto:recruitment@sdmail.org.uk)**

### **Promoting and Safeguarding the Welfare of Children and Young People**

*The post holder will be required to adhere to the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's Designated Safeguarding Lead (DSL) in accordance with the College Safeguarding procedures'*

