



## PREP SECRETARY

### JOB DESCRIPTION

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are seeking to recruit a first-class secretary to support the administration of the School Office. The role demands exceptional administrative skills, excellent people skills and attention to detail; together with the energy, enthusiasm and willingness to go the extra mile.

The postholder will be part of the School Office administration team, which comprises the Pre-Prep Secretary, School Receptionist and the Headmaster's Personal Assistant. The team is absolutely vital to the efficient day-to-day functioning of the School. It undertakes a multitude of different functions, all of which must be executed in a timely, efficient and excellent manner. The Prep Secretary will support the Prep staff in particular but s/he will also be responsible for the 'front of house' and running the Main Reception outside of the School Receptionist's working hours.

Reports to: Director of External Relations

Hours: Full time (37.5 hrs per week).

Term time: 09.30 hrs until 18.00 hrs, School Holidays: 08.30 hrs until 16.30 hrs

Applicants wishing to job share will be considered - Term time: 09.30 hours - 13.30 hours/ School Holidays 08.30 hrs - 12.30 hrs or Term time: 14.00 hrs - 18.00 hrs/ School Holidays: 12.30 hrs - 16.30 hrs.

Holidays: 5 weeks per year to be taken during School Holidays plus public holidays

Salary: Competitive. Other benefits include free lunch during term time, contributory pension scheme and support staff fee remission scheme.

### Core Purpose of Post

- To ensure that efficient and effective administrative support is provided to the teaching and non-teaching staff so that the School may pursue its vision and provide an outstanding education to its pupils.
- To safeguard the welfare of all children and young people with whom the post holder comes into contact.
- To maintain the highest level of confidentiality in all matters relating to pupils, parents and colleagues.

### General Duties and Responsibilities

- To undertake a full range of secretarial and administrative duties and to ensure efficient and effective administrative support is provided to the Prep School staff. The post holder will be based within the Prep teaching block, except for when s/he is running the Main Reception.

## **Specific Areas of Responsibility**

### **Support for colleagues**

- Maintain records in line with the school procedures and ensure all records are correctly filed.
- Input data into the school MIS system (iSAMS).
- Type letters for colleagues as and when required.
- Ensure letters and information sheets are distributed to Form Tutors for issuing to parents.
- Prepare half termly information letters and other letters for parents as required in consultation with the Deputy Head Academic, Deputy Head Co-Curricular and Director of External Relations.
- Photocopy information letters for parents and provide information, lists and labelled envelopes from the database as required by the teaching staff or the Admin staff.
- Prepare finished reports for mailing to parents.
- Deliver the post to the Admin Building for mailing and collect post for distribution.
- Ensure standard forms are available for colleagues.
- Book coaches and outings in consultation with Trip Organisers/Year Group Leaders.
- Submit data to the DfE and the LA as and when required.
- Minute staff meetings and distribute to appropriate members of staff.
- Prepare and photocopy Staff Handbooks, Year Group Handbooks, programmes for events and other information sheets and documentation in consultation with the Deputy Head Academic and Deputy Head Co-Curricular.
- Ensure that the School Calendar is maintained and that the Deputy Head Co-Curricular is informed of any diary events.
- Maintain Prep staffroom notice board.
- Liaise as required with colleagues including: the Headmaster, Senior Leadership Team, House Heads, Activity Providers, Teachers, Teaching Assistants, Buttons Nursery staff, the Admissions and Marketing staff, the Special Educational Needs Co-ordinators, the Health Centre staff, the cleaning staff, the Estates Team and the Bursar's Department.
- Liaise with Admin colleagues regarding general whole school admin issues including invoices, MIS and records.
- Ensure that staff absence notes are completed and returned to the Bursar's Office.
- Research the availability and/or suitability of training as requested by the Deputy Head Academic and Deputy Head Co-Curricular.
- Book training courses for colleagues in consultation with the Deputy Head Academic.

### **Reception Duties**

- To be responsible for the smooth running of the School Reception at specified hours of the day.
- To be the main point of contact for visitors and incoming telephone calls to the School during Reception hours.
- To record visitors to the School and carry out relevant identification checks.

### **Admin Duties**

- Order all of the standard stock and equipment for Prep in consultation with the Deputy Head Academic and Heads of Department.
- Ensure colleagues complete purchase orders and check invoices and despatch notices.
- Distribute orders to colleagues.

- Ensure paper stocks and supplies are maintained in Prep.
- Ensure breakdowns to equipment such as photocopiers are reported to the relevant companies for repairs.
- Research the availability and/or suitability of products as requested by the Deputy Heads or other members of staff.

### **Parents**

- Escort children to and from their classrooms as necessary.
- Welcome parents and visitors at Prep events as required.
- Arrange parent/teacher meetings when necessary on behalf of relevant members of staff.
- Deal with parental queries and attend to telephone enquiries directing callers to the relevant member of staff when necessary or taking messages.
- Liaise with The Friends (PTA) regarding specific events and publicity.

### **Other Responsibilities including Children's Welfare**

- Supervise children as required on the school campus and on off-site visits and outings.
- Assist in ensuring that the children's dietary and medical requirements are adhered to.
- Administer First Aid to the children as and when necessary recording details in the Accident Book in accordance with the Health Policy.
- Assist with any reasonable request in connection with the day to day organisation of the classroom or School.
- Attend assemblies and Chapel Services as required.
- Be available to attend Open Mornings, Parents' Evenings and other Prep or whole school events as required.

### **Professional**

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos.
- Support and assist the Headmaster and his Senior Leadership Team in providing a happy, secure, safe and stimulating environment in which the children can develop to their full potential.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy, the curriculum and other matters of importance.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the DfE document 'Keeping Children Safe in Education' and any relevant supplementary guidance.
- Comply fully with the requirements as set out in the HM Government document 'Working Together to Safeguard Children' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents/carers.
- Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET days at the start of each term and attending other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.

The job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. This job description may be amended at any time, following consultation between the Headmaster and the Director of External Relations, and will be reviewed annually.



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### **Experience and Skills**

- An excellent command of the English language.
- An eye for detail and accuracy.
- Proofreading and touch-typing skills.
- Experience of working in a professional environment and handling confidential matters.
- A high degree of computer literacy (particularly Microsoft Office and Google applications).
- An excellent telephone manner.
- Tact and discretion when handling difficult or contentious matters.
- Good organisational skills and the ability to prioritise and manage tasks.
- Experience in minute-taking desirable.
- Knowledge of school MIS.
- Knowledge and experience of the administrative processes in an independent school desirable.

### **Personal attributes**

- A professional manner and appearance.
- Friendly, warm personality with excellent interpersonal skills.
- Clear communication skills, both oral and written.
- Self-motivated, with a positive, professional attitude.
- Flexibility and adaptability (to work and time).
- Possession of a well-developed sense of humour.
- Ability to work as part of a team yet also to work under own initiative.
- Calm under pressure and resilience.
- Sympathy with the Christian ethos and activities of the school.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.

We are committed to safeguarding and promoting the welfare of children and expect all staff to respect this commitment and comply with the School's safeguarding and child protection procedures and staff guidance at all times. The School is an equal opportunities employer. The post is subject to medical questionnaire, an enhanced DBS check and satisfactory references. References will be sought prior to interview.



THE BLUE COAT SCHOOL BIRMINGHAM LIMITED

## PREP SECRETARY



### ADDITIONAL INFORMATION FOR CANDIDATES

The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Blue Coat School is an Independent Day Preparatory School offering an outstanding educational experience to around 600 boys and girls from 2 to 11 years. Founded in 1722 as a charity school 'for the purpose of maintaining poor children' in the centre of Birmingham, it is now an IAPS Prep School occupying a beautiful site in Edgbaston in 15 acres of playing fields and gardens. It is a thriving community where children achieve a great many things - with outstanding results.

The Blue Coat School is a stimulating and rewarding place to work, in the company of enthusiastic and dedicated staff. It has excellent resources, which are used to provide enjoyable and imaginative learning. Our community ethos is very strong, and we maintain the highest expectations of the interpersonal relationships between pupils and between the staff and children. We aim to produce happy, polite and successful young people. The co-curricular programme at Blue Coat is rich and varied, and all members of staff are involved in this.

The successful applicant will be expected to ensure that the excellent standards of the school are maintained. Further details of the post are set out in the job description and person specification.

### **Recruitment Process**

Applications must be made on the Blue Coat School Application Form and must include details of two referees, one of which should be a current or most recent employer. Applicants will also be expected to complete a DBS Form if invited for interview.

Application forms, together with a supporting letter and CV, should be addressed and returned to Mrs J Dredger, Director of External Relations at The Blue Coat School, by noon on **Thursday 24 May 2018**. Short-listed applicants will be interviewed during the week beginning **Monday 4 June 2018**. In addition to a formal interview, applicants will be taken on a tour of the school.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the school. The successful applicant will be subject to an enhanced DBS check (including a Barred List check) and will be required to complete a Health Questionnaire.

Further details about the school are available on the school website:

[www.thebluecoatschool.com/recruitment](http://www.thebluecoatschool.com/recruitment).

Application forms can be returned by e-mail to [recruitment@thebluecoatschool.com](mailto:recruitment@thebluecoatschool.com) or by post to The Blue Coat School, Somerset Road, Edgbaston, Birmingham B17 0HR.