



St Faith's
Trumpington Road
CAMBRIDGE
CB2 8AG

Appointment of School Secretary

Information for Applicants

CLOSING DATE: 24TH JULY 2017

If emailing your application, please send the hard copy by post

Information for Applicants School Secretary



Background

This document provides some further information about St Faith's and the School Secretary role. The selection process will be in two stages:

Stage	Interviews	Other activities
Initial interview	Bursar Headmaster's PA	Tour of the school with: Deputy Head's PA Curriculum & Business Support
Second stage interview	Headmaster Bursar	Written & practical assessment

Candidates will also be required to undergo an online psychometric test.

Terms and Conditions

The post is full-time in both term-time and in the holidays. The starting salary will be £22792 pa ***pro rata*** and will be paid in twelve monthly instalments. There is a six-month probationary period.

Normal working hours are Monday to Friday, 08:00 to 16:15 during term time and 08:00-16:00 in the school holidays. This includes a 30-minute lunch break. The centrality of the role means that the School Secretary will be expected to be flexible, to a reasonable extent, with their hours in order to complete their work.

The post carries 25 working days' holiday per annum, rising to 26 days after 5 years' service. An additional 8 days of bank holiday are added to these working days.

The role holder will have access to, and may be automatically enrolled into, the School's Personal Pension Plan. Any employee contribution up to 5% will be doubled by the School.

On completion of the required recruitment checks, the post would be available to the successful candidate from Monday 2nd October.

Further benefits of working at St Faith's include:

Professional Development:	A proactive approach to continuous professional development, including a significant contribution to course costs
The Leys Gym:	Gratis membership of the sports facilities (pool and gym) at The Leys School
Salary Sacrifice:	Salary sacrifice schemes for childcare vouchers and cycle purchase

Safeguarding

St Faith's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening. All employees of St Faith's are required to submit to the checks undertaken by the Disclosure and Barring Service at the enhanced level of disclosure.

Equal Opportunities

St Faith's is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Other School Information

Please use these links to access other school information, or continue to read through the document.

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[Benefits](#)

The [School's website](#) contains a wealth of information which may be of interest to candidates. The following notes aim to provide, therefore just a brief overview of the School as well as further information about the advertised post.

The **School's Mission Statement**, shown below, provides a succinct summary of our ethos.

St Faith's seeks to be a happy, inclusive and supportive community which welcomes families from all religious and cultural backgrounds. Underpinned by Christian values, we nurture every child as an infinitely valuable and uniquely gifted member of the St Faith's family. We aim to cultivate strength of character, distinguished interpersonal qualities, distinctive leadership ability and a keen sense of social responsibility. Our innovative and future-focused education builds on a strong academic heritage and promotes excellence in all areas.

The Responsibilities of the School Secretary

Working as part of a team of two school secretaries under the line management of the Headmaster's PA to provide administrative support to the school including registration of pupils, responding to telephone calls and welcoming visitors to the school.

The successful applicant will work very closely with the Headmaster's PA, will have an active and integral role in the School Office and the School's administrative teams and will have involvement with the wider support functions in the school. The principal areas of activity can be summarised according to the following headings.

Key Tasks

- Daily registration of pupils for morning and afternoon registration, and dealing with authorised and unauthorised absences. Maintaining a log of any problems.
- Answering and dealing with in-coming calls, and making calls on behalf of staff and pupils. Passing on messages in an efficient manner to pupils, staff and parents.
- Greeting and registering visitors to the school in accordance with safeguarding procedures and appraising them of health and fire safety procedures.
- Maintaining the school information management database.
- The production, collation and distribution of pupil reports, commendations, colours and sports awards
- The setting up of pupil profiles.
- Administration of Parents' Consultation Evenings.
- Ensure that the Late Stay administration is updated on a daily basis
- Sharing the normal work of the school office – photocopying, reports, dealing with incoming and outgoing mail, making appointments for parents' evenings, basic maintenance of office equipment, filing and archiving.
- Management of the Pre Prep Activities booking system.

Other General Tasks

- To operate in accordance with all school policies, procedures, codes of conduct and ethics.
- To observe IT policies and procedures, and to maintain the strictest confidentiality at all times.
- To undertake responsibility to safeguard pupils and adhere at all times to the School's Child Protection procedures.
- To uphold the provisions of the Data Protection Act 1998, and to understand and be mindful of the School email and internet policies and procedures.
- To maintain a safe and tidy working environment at all times for pupils, staff and customers and to meet the requirements of the Health and Safety at Work Act 1974 and other legislation.
- To ensure the safe disposal of waste.
- To observe and implement all relevant legislative requirements, taking responsibility to maintain and update own knowledge and training as appropriate to the role.

To undertake any other reasonable related tasks as requested by the Headmaster, Bursar and Headmaster's PA. In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

This outline does not represent a comprehensive breakdown of all the areas of involvement for the School Secretary, who will be expected to assume other reasonable responsibilities as needs arise.

The Candidate

St Faith's is a busy and an active school. Staff here are encouraged and expected to work to the highest professional standards, contributing to the very high regard in which the school and its staff are held by current and former pupils and their parents and ensuring that the children are given all the opportunities that should be available to them at a first-class independent school.

The role requires administrative, communication and interpersonal skills combined with discretion, diplomacy and an empathetic approach to handling sensitive issues. Levels of competence with the usual range of MS Office software applications is essential. The post holder will have an eye for detail and high standards of work.

The candidate will have the ability to work flexibly, independently, efficiently and to deadlines with a range of different individuals and groups within St Faith's. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder is reliable and maintains a positive attitude.

The person specification for the role is outline below.

	Essential	Desirable	A/I/P ¹
Professional Qualifications	GCSE Maths and English	Ability to use MS Office products	A I P
Physical requirements of the post	Prolonged use of keyboard/Visual Display Unit & computer Able to work core office hours		A I
Experience, Knowledge and Understanding	Experience of working in a multifunctional secretarial role Equal opportunities, Health & Safety and Child Protection	Experience of working in a school environment Awareness of the Freedom of Information Act and the Data Protection Act Knowledge of SIMS (School Information Management System)	A I P
Skills	Must be able to multitask IT literacy including MS Office Suite with accurate typing Ability to adapt to using a wide range of packages to allow access to School information Excellent phone manner and strong written and oral communication skills to a wide and varied audience including pupils, staff, parents, Governors and others Excellent accuracy and attention to detail	Intranet skills	A I P

¹ A – Application; I – Interview; P - Practical

	Essential	Desirable	A/I/P ¹
	<p>Ability to build good working relationships with a wide and varied audience</p> <p>Excellent organisational skills and ability to prioritise time and work, and to keep clear records</p>		
Personal qualities/temperament	<p>Professional manner & approach at all times</p> <p>Able to cope well when under pressure from competing priorities and interruptions</p> <p>Tact and diplomacy</p> <p>Equable temperament</p> <p>Able to maintain confidentiality</p> <p>Awareness of the responsibilities of working in an environment with young people</p> <p>Team player</p>		A I
Other	<p>Work within policies of the School, including safeguarding children.</p> <p>The right to work in the UK.</p>	Professional appearance	A I

Further School Information

Introduction

St Faith's is the largest prep school in Cambridge, one of the leading independent schools in the UK and a member of the Independent Association of Prep Schools (IAPS), which comprises the top 600 prep schools in the world. It caters for over 500 boys and girls, aged 4 to 13, and employs over 100 staff, including 50 teachers. Situated in the heart of Cambridge, on a spacious green site with outstanding facilities and easy access to the M11, St Faith's benefits from an enviable location and has the feel of a 'country' prep school with all the advantages of Cambridge on its doorstep. There is a tangible buzz of positivity in the School and new staff are often struck by the happy, productive and supportive atmosphere.

The School enjoys, both locally and nationally, a reputation for providing a first-class all-round education with a strong academic core and excellent pastoral care. Results in senior school entrance examinations have for many years been outstanding with leavers consistently achieving well over 20 scholarships each year. The School's commitment to academic excellence is matched by the value it places on the broader curriculum; for example, Art and Design, Drama, Music and Sport are all taught by specialists. The School provides a truly holistic education in which everyone is encouraged to discover their talents and then make the most of them. Pupils achieve a staggering array of success across the curriculum. In recent years, pupils have won national creative writing competitions, reached the final of National Schools' Maths Challenge, performed in regional and national music and theatre groups and competed in national sports finals (eighteen in 2015/16). St Faith's pupils are renowned for being great 'all-rounders' with strong inter-personal and leadership skills. As the Good Schools' Guide states, St Faith's 'turns out sparky children with high all-round expectations and the skills to meet them'.

In recent times, the School has received national and international recognition for its curriculum innovation, details of which are provided in a later section of these notes.

The School's Missions Statement, shown below, provides a succinct summary of our ethos.

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St Faith's is a busy and an active school. Staff here are encouraged and expected to work to the highest professional standards, contributing to the very high regard in which the school and its staff are held by current and former pupils and their parents and ensuring that the children are given all the opportunities that should be available to them at a first-class independent school.

History

St Faith's was founded in 1884 to meet the needs of the children of the fellows of Cambridge University. R. S. Goodchild, the founder, reputedly named the School after his daughter Faith. In 1938 St Faith's became part of the same foundation as The Leys School, a prestigious senior independent school in Cambridge. Each school operates autonomously with each own staff, Head, budget and individual identity, yet benefits from a close relationship.



In the 1990s, the School moved from being a six-day a week boys' day and boarding school to a coeducational five-day a week day school.

Over time, St Faith's has thrived and grown in to the one of the largest prep schools in the country, with outstanding facilities and a healthy financial position. Well known alumni include John Maynard Keynes (economist), Christopher Cockerell (inventor of the hovercraft) and Alex Goode (England rugby player).

St Faith's is in many ways a reflection of Cambridge. It has a long and distinguished history but has never stood still. The blend of traditional values and continuous desire to improve has enabled the School, like its neighboring City, to develop successfully and earn its reputation for exceptional standards. When recruiting staff we look for outstanding individuals who can help us to preserve our traditional values and at the same time, be open-minded, innovative and dynamic, so that the School can continue to develop and lead the way in prep school education.

Structure of the School

Essentially there are three sections:

- (i) The Pre Prep which comprises three year groups – Foundation, Year 1 and Year 2 – with three classes in each. The Pre Prep is located at southern most part of the site with its own classrooms, playgrounds and staff. The children are taught by their Class Tutor with the exception of Spanish, Music, Sport and Computing, which are taught by specialists – the latter three of these subjects are taught in whole-school specialist facilities.
- (ii) Years 3 and 4 which comprises four classes in each year. The Class Tutor teaches the children for approximately three quarters of their timetable, with the remainder (including Art and Design, and Engineering) being taught by specialists.
- (iii) Years 5 to 8 which comprises four classes in each year. Each class has a Tutor for pastoral purposes and all subjects are taught by specialists using departmental facilities.



Class size for all year groups is between 14 and 20 pupils. Teaching Assistants are employed for all classes up to Year 5 and for most practical subjects thereafter.

Facilities

St Faith's boasts very fine facilities. Essentially the twelve acre site comprises four Georgian buildings complemented by spacious, purpose-built modern facilities. The most recently built accommodation includes a large Sports Hall (opened in 2011), Keynes (Music, Computing and Engineering) opened in 2006 and Ashburton (Science, Art, Drama, Maths, Classics, Library and assembly hall) opened in 1998. The Leys and St Faith's Foundation also owns and uses twenty acres of sports fields, including two astroturf pitches, just two minutes' walk from the main St Faith's site. A virtual tour of the facilities can be viewed on the School website.

The Curriculum

The School curriculum far exceeds national requirements, covering all the National Curriculum subjects as well as Spanish (from age 4), Latin (from age 9) and Engineering (from age 7). An emphasis is placed on excellence and innovation and in recent times the School has received national and international recognition for its curriculum development.

In 2012, St Faith's was one of only ten schools in the UK (the only one outside London) to be awarded Associate Status by the Spanish Embassy, for its outstanding language teaching. In 2013 The Royal Society awarded St Faith's Associate Status for its excellence in the teaching of Science and Maths. Also in 2013, the

government designated St Faith's a Lead School for the teaching of Computing and for the past three years, our Head of Computing has provided support to over 25 schools in their quest to introduce the Computing curriculum. In 2014, St Faith's won the school's category of the Ashden Awards, an international competition which recognises beacons of excellence in sustainability; in this respect the School is seen as a world leader and is currently supporting many schools in the UK to roll out sustainability education programmes.

In 2015, St Faith's became the first school of this age range to introduce Engineering to the curriculum. This initiative has received accolades and support from the University of Cambridge, leading Engineering companies and the James Dyson Foundation.



Co-Curricular Activities

Co-curricular activities are important at St Faith's. They range from Music and Drama rehearsals, chess, reading, Art and model making to team sports training, golf, gymnastics and dance. All full-time teachers are expected to run at least one after-school activity each week; many run more than this. Currently over 80 activities are on offer to the children each week.

Many visits to places of local interest are planned to extend and enrich the curriculum, taking advantage of the fascinating possibilities of Cambridge and its environs. The School also runs a planned programme of residential trips, including an annual ski holiday, an outdoor adventure holiday to the Ardeche gorge, a language learning course in Spain, a Music tour to Liverpool, a Classics trip to Rome and Pompeii and a Music and Sports tour to South Africa. These trips are popular, and staffing is carefully planned to allow as many teachers and support staff as possible to take part.

Entrants and Exits

Demand for places is high and the School is heavily oversubscribed. Most children enter the School at age 4; there is no formal assessment at this stage other than a visit by the Head of Pre Prep to the child's nursery to

ensure that he/she is ready for our school environment. An additional class is recruited at age 7 (Year 3) and occasional places become available in other year groups when current parents relocate. From Year 2 entry onwards our intake is academically selective, although only in so far as we seek to ensure that a child will cope with the demands of our strong academic curriculum. The overall academic ability of each year is well above the national average.

Approximately half of the leavers move to The Leys and the remainder transfer to a wide variety of independent and maintained schools in Cambridge and further afield; in recent years the most common destinations have been Uppingham, The Perse, King's Ely and St Mary's.

The Administrative Staff of St Faith's

The administrative staff of the school are organised into a number of departments:

The **Front Office** team provides a wide range of administrative support to the teaching staff and provides a reception facility for visitors. The team also support peripatetic teachers, and administer daily registration, the school activities programme and late stay.

The **Bursary** provides the school's financial and human resources capability. Working closely with The Leys' Bursary, the Bursary team assists academic departments with resources ordering and trip management. The business functions of the school are also managed by the Bursary, as is human resources support to all staff.

The **Marketing and Admissions** team provide the school's marketing and recruitment (admissions) functions. The team runs a number of events throughout the school year to attract new pupils, manage the website and public relations.

The **Maintenance Department** looks after the maintenance of all school buildings and the school grounds including those at Latham Road. The department is always heavily involved in supporting academic departments with modifications to teaching facilities, refurbishment projects and with support to drama, music and assembly events.

The **Network** team provides the technical expertise to manage and maintain the school's information technology network.

The **Catering and Housekeeping** team keep the school fed and watered, and keep the school buildings clean. There is a daily breakfast available for parents and children each weekday during term time, and an extensive lunch is on offer every day. With a strong focus on healthy eating, the majority of dishes are cooked on site from fresh ingredients.

Continuous Professional Development

We believe that continuous professional development is a key element of looking after and supporting our staff in their careers. Opportunities are encouraged for a range of training courses and activities such as team building.

St Faith's Parents' Association

The School encourages open and positive professional links with parents. Social events for all the School community are organised by the St Faith's Parents' Association and in recent times have included a Fireworks Display, Christmas Fair, Summer Ball and wine-tastings.

Benefits

- The School offers a generous remuneration package.
- All staff benefit from free membership of The Leys sports facilities, including a gym, sports hall and swimming pool.
- All staff are provided with a free lunch in term time. Breakfast is also available at a subsidised cost to staff, parents and children each morning.
- A parking space is available on site on four days per week. On the fifth day, staff are expected to park off site. The School provides financial support for the purchase of a bicycle through the Cycle to Work scheme.
- All new members of staff receive a detailed programme of induction and mentoring throughout their first year. The School places high importance on professional development and all staff are expected to be proactive in furthering their skills and knowledge. Regular in-house training is provided and there is a substantial budget for staff to attend external courses.
- There is a small, cohesive support staff team who provide the key support required in a school of this size. New members of staff are made very welcome and great care and support is given to help them settle in and enjoy working as part of the community.

If you have queries please email the HR Advisor, Janet Mills, on hr@stfaiths.co.uk or telephone the School.