

# Applicant Information



St  
Augustine's  
Priory

School  
Office  
Assistant

**St Augustine's Priory  
School Office Assistant**

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of Key Stage 2 at St Augustine's Priory. We are delighted to introduce you to our inspiring school at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of a school that is unique both in its heritage and in its current living out of its traditions. We do this by nurturing and empowering our staff, by fostering a culture of ideas, energy and possibilities and by a keen focus on developing each girl to the best of her ability.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school's 13 acres of beautiful grounds offer stunning views. Girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and challenges. Our results are excellent; we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years, and we represent an exceptional continuity of expertise in educating women of the future. Our founders were visionary women who strove valiantly to offer girls the best possible education; we continue in this tradition and are unique in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA  
Headteacher

## Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

## Job Description: School Office Assistant

This job is comprised of two different roles within the administrative department of the school. It is ideal for any individual interested in joining a solid administrative foundation (with training) for which they can develop a career in School Administration. As School Office Assistant, you will work in administration in both the Junior and Senior Schools during the day, and as School Receptionist from 4 pm until 6 pm. This placement is open to all; it is suited to those interested in gaining experience in an educational administrative environment, gaining vital career skills and leadership experience, and provides the opportunity for a rewarding and fun career in a close knit and friendly community. Support for a qualification in School Administration would be considered for the right candidate.

Duties include:

- Working in the School Office with a variety of administrative tasks, including the upkeep of paperwork in relation to pupil records, visits, staff inset, and events to ensure effective support of teaching and learning
- Photocopying
- Laminating
- Absence and attendance records
- Occasional outdoor duties
- Mealtime supervision
- Using the schools' Education Management System (Schoolbase), entering data, updating documents, etc.
- Greeting and attending to visitors with strict adherence to the schools' safeguarding policies
- Dealing with enquiries both face to face and over the phone
- Receiving and sorting mail and deliveries
- Taking and relaying messages
- Knowledge of extra-curricular activities and school calendar events
- Maintaining a tidy and organised work space both in the school office and reception area
- Undertaking other responsibilities appropriate to the job

The role will require commitment, flexibility and, above all, an appreciation of working with children. An outline summary of some of the job requirements are as follows:

### Personal Qualities:

The ideal candidate would be prepared to throw themselves into our busy school community with dedication and enthusiasm. The School Office Assistant must be flexible and work effectively with people of all ages. You will need excellent interpersonal and communication skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy. You will need to be energetic and in good health; you must enjoy being with young children and willing to take on responsibility; and you must be prepared to 'get stuck in' and use your initiative.

Specialist knowledge and experience

- IT skills in order to use Microsoft Word, Excel and Outlook are desirable.
- Excellent command of written and spoken English
- Impeccable phone manner

#### Person Specification

- The successful candidate must be a responsible, mature and enthusiastic person. It is an enriching experience which demands a serious approach to hard work
- Qualities will include; honesty, energy, stamina, enthusiasm, and an enjoyment of working with and being in the company of adults and children
- On reception, as the first point of contact for parents and prospective parents alike, you will need a warm, welcoming and confident demeanour, professional personal presentation, and the ability to use your initiative
- Able to adapt to changing demands and conditions

#### Planning and organising

- Organisational and administrative skills, with the ability to remain calm under pressure
- A systematic approach to tasks, with attention to detail
- Able to organise time effectively, prioritise workload and meet deadlines, organise events and create and monitor plans

#### Problem Solving

- Able to take responsibility for own actions and make decisions without referring to others
- Able to analyse issues and break them down into their component parts
- Able to retrieve and absorb information quickly

#### Resilience

- Able to remain calm and self-controlled under pressure

#### Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience
- Good telephone manner and ability to deal with callers and visitors in a calm and courteous way
- Ability to summarise complex discussions in writing (for minute taking)

#### Team Working

- Able to develop effective and supportive relationships with colleagues
- Considerate towards colleagues and able to create a sense of team spirit

#### During your time here, you will:

- Support St Augustine's Priory's aims, ethos and professional standards
- Adhere to the school dress code
- Be punctual
- Be able to work well in a team
- Be capable of working independently
- Enjoy using your own initiative

#### Training:

On the job training will be provided as a routine occurrence. In addition, induction training and full involvement in the Staff INSET training days is expected. Topics are varied but as a core include; Health and Safety, Child Protection and Safeguarding, School Administration.

#### Remuneration:

The salary is £20,000 P/A, including six weeks holiday, plus bank holidays and school lunches during term time. There is also a pension scheme.

During term time, some additional hours for weekend/evening events may be required and these would be mutually agreed in advance, with paid overtime.

All staff attend two Saturday Open Days and one Saturday Selection Day.

No accommodation is available with the role.

### Line of Responsibility:

The School Office Assistant is directly responsible to the School Office Manager.

### Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

The successful candidate will be required to read, agree to abide by and sign St Augustine's Priory Staff Code of Conduct, Acceptable Use Policy and Safeguarding Policy.

St Augustine's Priory is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful applicant will be subject to a DBS disclosure and other relevant checks.

### The Application and Selection Process

1. Applicants are welcome to come into the School at a mutually convenient time, on a purely informal basis, before submitting an application. Where possible the School will aim to accommodate these visits.
2. Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.

3. The completed application form and supporting letter should be emailed to the School as soon as possible ([hr@sapriory.com](mailto:hr@sapriory.com)) and the selection panel will convene to determine a shortlist of applicants who will be invited to interview. Unsuccessful applicants at this time will be notified in writing or by telephone
4. Shortlisted applicants will be invited to interview.
5. On the day of the interviews all applicants will be offered a tour of the School and grounds, and be asked to complete a task, after which there will be a formal interview before the appointments panel.
6. On the day of the interview all applicants should bring with them proof of identity, qualifications and address.
7. Following the interview the successful applicant will be invited to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.