



Bursar's Assistant Full time

The College

Epsom College is a co-educational day and boarding school with approximately 1180 pupils aged 11 - 18. The College is located approximately one mile from Epsom town, below the Epsom Downs, in fine buildings set in a beautiful tree filled estate of some 85 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and co-curricular activities are expected; however, equally valued is the development of the pupils into independent responsible adults who leave the College with the confidence and desire to contribute positively to society.

The Post:

The PA to the Bursar is responsible for acting as the first line of contact for the Bursar, his diary management, the maintenance of administrative systems and filing, and for general secretarial and administrative duties. The incumbent of this position comes into contact with a wide range of adults and pupils, and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Bursar.

Excellent administrative and organisation skills, as well as professional communication skills will be the key features of the post. This is a varied and challenging post for a candidate with previous secretarial and administration experience and who wishes to be involved in a busy school community. The PA to the Bursar is pivotal in ensuring the image and proficiency of the College is conveyed to all staff, parents and visitors.

A friendly, helpful telephone manner and the highest standards of verbal and written communication are paramount. Previous proven experience as an administrator and PA are essential. Strong and competent IT skills will be required as well as a thorough all round knowledge of Microsoft packages.

The role requires excellent time management skills, working within a team environment with the ability to operate under pressure and multi task across all aspects of administration. A friendly, proactive, positive and flexible approach is essential. Previous experience within an independent school office would be desirable but not essential.

The work will encompass all the usual array of secretarial and administrative duties expected within a busy school and will also require a very high degree of professionalism and discretion given the matters that attend the role of a Bursar.

Key Responsibilities:

The Bursar's PA will provide comprehensive and effective secretarial and administrative support to the Bursar and the Bursary team including:-

The main responsibilities of the post are:

- Providing a key point of contact for the Bursar's office internally and externally, screening telephone calls and emails, responding to enquiries and requests, receiving and welcoming visitors, and liaising with staff across the College;
- Providing full confidential secretarial and administrative support to the Bursar, Assistant Bursar and other Bursarial staff as and when required;
- Maintaining, coordinating and updating the electronic diary system;
- Maintaining Bursar's office filing/record systems
- Organising and co-ordinate travel arrangements for the Bursar, Governors and senior staff for overseas or UK trips;
- Assisting with the College Bursary Application process, maintaining records, updating database and co-ordinating renewals
- Taking minutes and/or typing of regular and ad hoc meetings;
- Typing correspondence and drafting of letters, emails, etc as required by the Bursar;
- Preparation and production of papers and reports for the Bursar and Governors as required;
- Organising, coordinating and day to day responsibility for the administration of the College's pupil transport scheme, including liaison with parents, staff and coach companies;
- Coordinating the bookings for the College Minibus Drivers, and checking/authorisation of their time sheets;
- Coordination and administration of the College insurance claims and maintenance of appropriate records;
- Assisting with the administration occupation documentation with regard to staff accommodation;
- Preparing/assisting with fee enquiries, fees in advance quotations and maintaining appropriate records;
- Purchasing items for staff, coordinating and managing the College's credit cards on behalf of other staff, ensuring that fully authorised requests are received for expenditure and that credit card statements are checked correctly;
- Collating and distributing of papers for the Board of Governors meetings, as well as any other necessary documentation;
- Providing ad hoc administrative support on College matters for the Governors as and when necessary;
- Organising and/or assisting with the administration of College events for example, Governor Meetings, Open Mornings, Founder's Day, Prize giving;
- Assisting and supporting the Head's department with ad hoc secretarial and administrative tasks.

Essential Skills

- Significant PA/administrative experience at a senior or board level;
- Proven skills for dealing with enquiries and handling concerns from a wide range of people, both in person and on the telephone;
- Excellent verbal and written communication skills;
- Excellent IT skills, with the ability to use a range of Microsoft packages including Word, Excel and PowerPoint;
- Strong organisational and planning skills, and a proven ability to work under pressure whilst maintaining an eye for detail;
- Team working skills.

Essential Personal Attributes

- Smart appearance, with a welcoming and professional manner;
- Have a professional, helpful and friendly approach in order to ensure a positive image is always conveyed;
- Be motivated with drive and enthusiasm;
- Be reliable and flexible, with a can do approach to all duties and responsibilities;
- Be resilient and able to cope with the rigors of a busy school office;
- Be able to stay calm under pressure;
- Be diplomatic, discreet, confidential and professional at all times;
- Be committed to the College's values and ethos.

Desirable Knowledge and Experience

- Experience of a school environment

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description is indicative of the expected duties and responsibilities of the PA to the Bursar. Given the dynamic and evolving nature of the school routines and the role of the Bursar this job description is fluid and would expect to alter to meet the needs of the school.

Terms and Conditions

Hours: 8.30am – 5pm Monday – Friday throughout the year

Salary: circa £40,500 per annum based on the above hours of working. Payment is monthly in arrears and made directly to an employee's Bank or Building Society Account.

Holidays: The holiday entitlement is 28 days paid holiday per annum including bank holidays and increasing by 1 day per annum to a maximum of 33 days per annum including bank holiday entitlement.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with pension regulations.

Employee Benefits include:

Life Assurance: Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary subject to scheme rules at no cost to the employee.

School Fee Discount: Subject to qualifying conditions a generous school fee discount is offered.

Refreshments: Free refreshments available and free meals when the dining room is open during break times.

Health, Fitness and Wellbeing:	Free use of Fitness suite and swimming pool are available to staff at certain times.
Health Care plan:	Offered to staff subject to qualifying conditions.
Employee Assistance Programme:	The College offers an employee assistance programme including counselling and other support services.
Cycle to Work:	Subject to qualifying conditions, the College offers a cycle to work loan scheme
Parking:	Free car parking for staff is available on campus.
Computer Loan:	Subject to qualifying conditions, the College offers a computer loan scheme.

Offer of Post: The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk

To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Closing date for receipt of applications **11th June 2023**. Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible

23/5/23