



# THE PORTSMOUTH GRAMMAR SCHOOL

## JOB DESCRIPTION

**Job Title:** School Office Administrator (Cover and Administration Support)

**Department:** Senior School Office

**Line Manager:** School Office Manager

**Contract:** Part Time, Term Time

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

An exciting opportunity has arisen for an experienced and well organised administrator to join the School Office.

The post is part-time, term-time only, to include all INSET days in the school calendar. The hours of work will be from 8.00am – 12.30pm, Monday to Friday.

The post holder will support the administration of cover arrangements, timetabling and examinations and will also provide administrative support to the school's co-curricular and enrichment programmes as directed by the Senior Management Team.

Candidates must be flexible, with the ability to prioritise a busy workload and work accurately with attention to detail. Excellent administration, planning and communication skills are essential, together with proficiency in Microsoft Office, databases, MIS and Google's cloud based G suite products.

There will be the opportunity to work extra hours at busy times as agreed with the School Office Manager. On occasions when additional hours are worked into the afternoon, a 30-minute unpaid lunchbreak should be taken, with school lunch provided in the dining room.

The start date is expected to be mid-October or as soon as possible thereafter and this would be discussed further at interview.

The post holder will give effective and reliable support to the Cover Supervisors and report to the School Office Manager. Duties would include those outlined below and any other tasks that may reasonably be required.

1. Working with Cover Supervisors prioritising and selecting staff for all cover and allocating other work to Cover Supervisors if no cover is required
2. Liaising with the Emergency Cover Co-ordinator (who arranges emergency cover before 8.30 am) so that a record is kept of all cover
3. Processing cover requirements at least one week ahead
4. Distribute cover/duty/class lists to relevant staff
5. Amending cover sheets on the staff notice board. Distributing sheets to the Head's office, Reception and School Office. Notifying Senior Staff members of staff absences via email
6. Dealing with requests for classroom changes
7. Processing Leave of Absence forms
8. During the examination period transfer exam timetable into the school database to ensure staff are issued with cover/invigilation reminders
9. Provide re-rooming and cover staff for language examinations (including mocks)
10. Inform the payroll department on a weekly basis of staff absence
11. Provide administrative support to the school's co-curricular and enrichment programmes as directed by SMT
12. Management of non-timetabled room bookings
13. Manage minibuss bookings
14. Assist with overflow telephone calls
15. Assist with visitors in the School Office during busy periods
16. Assist with franking school post
17. Undertake all required training, for example on safeguarding, health and safety and data protection matters including the GDPR
18. Assist with any other reasonable requests made by the Senior Deputy Head, Deputy Head (Academic), Deputy Head (Teaching and Education Development) or the School Office Manager

**Contract of Employment:**

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

**Benefits:**

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

The school is an approved operator of the 'salary sacrifice' Cycle to Work Scheme. All staff have free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

**How to apply:**

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at [www.pgs.org.uk](http://www.pgs.org.uk) under the 'About Us' section and any queries regarding the vacancy should be emailed to [HR@pgs.org.uk](mailto:HR@pgs.org.uk).

An electronic application would be preferable, submitted to [HR@pgs.org.uk](mailto:HR@pgs.org.uk). All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to the Head, Dr Anne Cotton. Postal applications should be addressed to The Head, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, 19 September 2019 and early applications are encouraged. Interviews are scheduled to take place w/c 23 September 2019.

*September 2019*