



Dame Alice Owen's School

NoR 1,448, Sixth form: 425

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

Senior Administrator Required as soon as possible

**Permanent Post, 37 hours per week,
Term Time plus 2 weeks holiday working
Monday to Thursday 8.30am to 4.30pm, Friday 8.30am to 4pm
(including ½ hour unpaid lunch break)
Please note there is no scope for this position to be part time.**

**H5/9 - 14 actual annual salary £18,280 - £20,183
(based on the full-time equivalent of £20,903 - £23,080)**

**Closing date: Noon, Friday 17th December 2021
Interview date: to be arranged**

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

We are looking to appoint an outstanding candidate to join the support services team providing administrative assistance to all Heads of Department and Assistant Heads. You should have experience of all aspects of administrative work including excellent IT skills. The ability to be part of and organise a team as well as to work using your own initiative is essential. You will need to be flexible in your work in terms of problem solving, prioritising and building good relationships with staff. You must be able to work under pressure and demonstrate confidentiality. Previous experience of working in a school environment is highly desirable.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by noon, Friday 17th December 2021.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

T: 01707 643 441

F: 01707 645 011

admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post:	Senior Administrator
Location:	Potters Bar, Hertfordshire
Closing date:	Noon, Friday 17th December 2021
Interview date:	TBC

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form, a request for references including a reference from your current/previous employer, an informal interview with a student panel and an interview.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact the School Business Manager, Jackie Campbell on campbellj@damealiceowens.herts.sch.uk

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Friday 17th December 2021**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

About the school

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020; securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Job Description



Post Title: Senior Administrator

Line Manager: Executive Assistant to the Headteacher/School Business Manager

Purpose of the Role

- To provide administrative support, at a senior level, to members of the Senior Leadership Team and Heads of Department
- To ensure effective general administrative support within the School.

Duties and responsibilities include:

- Overseeing workload coming into the school office, delegating as necessary to the admin team and managing the priorities of that team
- PA duties to members of the Senior Leadership team, including diary management, arranging meetings, booking rooms etc
- Assisting the Assistant Heads with organising and timetabling departmental reviews
- Assisting the Assistant Heads with the 'Learning to Learn' programmes
- Assisting the Assistant Heads with administration of Staff CPD and training
- Administration of staff, parent and student surveys
- Using Google Forms and Sheets to collate data
- Assisting with the organisation of INSET training days, staff meetings, information evenings, parents' evenings and whole school events such as Visitation, prize givings and open day.
- Collating information for and submitting the termly Census to the Department for Education
- Liaising with Heads of Department to ensure effective administrative support to all departments
- Assisting Heads of Department and Trip Leaders in the administration and booking of trips and extracurricular activities to ensure a safe and enjoyable experience for all students attending
- Ensuring accurate and confidential maintenance and archiving of student records
- Carrying out research and presenting findings
- Preparing documentation for meetings
- Drafting letters, emails, reports and presentations
- Maintaining and updating SIMS, the school's database
- Collating and compiling the school's extensive extracurricular activity programme
- Administering the free school meals system and pupil premium recording process
- Proofreading and providing quality control in respect of letters and documents produced by members of the Senior Leadership Team and Heads of Department
- Researching reliable suppliers for departmental expenditure
- Liaising with the Reception team to ensure full cover of Reception for the school core hours
- General administrative duties including:
 - Screening telephone calls, enquiries and requests, and handling them when appropriate.
 - Responding to enquiries from governors, staff, students, parents and other parties, either in person or on the telephone.
 - Meeting and greeting visitors providing a welcoming environment to Dame Alice Owen's School.
 - Sending InTouch messages to the school community on behalf of members of the SLT and Heads of Department
 - Providing a backup to Reception and First Aid when deemed necessary
- To undertake any other administrative duties and responsibilities as required by members of the Senior Leadership Team or Headteacher.



Person Specification

Personal	Desirable / Essential
Flexibility	E
Ability to use own initiative	E
Resourceful, patient and resilient	E
Calm, unflustered manner	E
Ability to work as a team and alone	E
Approachable, friendly, helpful and able to find solutions	E
Organised and methodical	E
Motivated and a self-starter	E
Communication skills	
Commitment to equal opportunities	E
Possess excellent communication skills	E
Ability to maintain a professional manner in challenging situations	E
A friendly manner and good sense of humour	E
Competence	
Able to confidently handle a diverse range of queries and challenges	E
Work in an organised and methodical way and have sound organisational and coordination skills	E
Work accurately to deadlines	E
Demonstrable awareness relating to the welfare and protection of children	E
Experience of working in an educational and/or social care setting with young people.	D
Effective communication with children, carers and other professionals	E
Ability to display an understanding of social/welfare issues as they affect children, families and schools.	E
Ability to work on own initiative within department protocols/procedures	E
Be able to work under pressure, whilst continuing to prioritise and perform effectively	E
Be able to develop and maintain positive working relationships with other team members, parents, staff and students	E
A positive attitude to personal development and training	E
Knowledge of the education system	D
Experience in working within statutory/voluntary agencies dealing with children and families	D
Excellent knowledge of Microsoft packages including Word and Excel	E
Excellent IT skills and the willingness and ability to pick up new packages such as SIMS and Google Suite with ease	E
Good knowledge of confidentiality issues and Data Protection legislation	D
Experience with Google Suite	D
Qualifications and Training	
Good level of literacy and numeracy	E
NVQ Level 3 or equivalent	D
5 GCSEs or equivalent including grade C in English and Maths	D