



KING EDWARD'S SCHOOL
BIRMINGHAM



Senior Administration Officer



The School

King Edward's School, Birmingham was founded by Royal Charter in 1552 and is one of the most successful boys' schools in this country. It is an independent HMC day school with 880 boys aged 11-18.

In 1936 the School moved from the centre of Birmingham to its present 50-acre site. The School is immensely fortunate in that site: it is close to the University of Birmingham and is surrounded by playing fields, a golf course, lake and nature reserve, and yet is only 10 minutes by road from the centre of the city. The facilities for teaching, music, drama and sport are exceptional.

The School shares the campus with King Edward VI High School for Girls and collaborates with KEHS in a number of ways, particularly through music and drama. The city of Birmingham has also been transformed in the past two decades and now offers a lively cultural and social life with many further development projects in the pipeline.

The School is the founding father of the King Edward's Foundation which has control over nine schools in the city, the two independent schools, six grammar schools – Aston, Camp Hill Boys, Camp Hill Girls, Five Ways, Handsworth Girls and Handsworth Boys – and one non-selective academy, King Edward VI Sheldon Heath Academy. The schools in the Foundation work together in a variety of ways and the Foundation itself has the promotion of social mobility in the city at the heart of its strategy.



Accessibility

The School has always enjoyed the reputation of being the leading school of Birmingham, and it attracts pupils from a very diverse range of backgrounds and from over 100 junior schools across the city and beyond. The School is very conscious of its responsibility to be accessible to able pupils of all backgrounds. There is an extensive Assisted Places Scheme for pupils whose parents could not afford the fees: almost 40% of the pupils have some form of financial support and 10% of boys are here for free.

The Development Office, set up in 2008, has already raised over £10m for Assisted Places and 100 boys are now being educated here from these funds. The Foundation and the School spend £2m each year on this purpose. This commitment is also reflected in the scale of the School's Outreach activities: we collaborate with over 200 junior schools and the School won the TES Award for 'Best Independent-Maintained School Collaboration' in 2015.

Academic life

The School has also undertaken two other strategic developments in recent times. In September 2010 A-levels were replaced entirely and at one moment with the International Baccalaureate (IB) Diploma. The purpose of this change was to provide an education in the Sixth Form which is more intellectually challenging and, ultimately, a better preparation for university and life beyond. The School has received six sets of exam results thus far and the outcome has been very successful: 21 boys have achieved 45 points in five years. In 2017, 54% of boys scored 40 points or above, the average points score was 39.1 and 11 boys accepted places at Oxford and Cambridge. The IB Diploma has regenerated the intellectual tenor of the School and that is reflected in many areas of school life. The School was proud to receive The Sunday Times Award for IB School of the Year in 2015.

Academic standards in the School are extremely high. All boys study a broad core curriculum up to the end of Year 11, choosing ten GCSE subjects and all boys take the IB Diploma in the Sixth Form, studying six subjects. Exam results are very strong: in 2017, 70% of GCSEs were passed at A* and 90% were passed at A*/A. 34 boys out of a year group of 121 achieved 10 A*s and 75 boys achieved only A*s and As.

Facilities

The second development is in facilities and that programme has four phases, of which three are complete. The Sir Paul and Lady Ruddock Performing Arts Centre, a facility which is shared with KEHS, was completed in April 2012 and was part-funded by Sir Paul Ruddock, a former pupil. It comprises a 400-seater concert hall, drama studio and facilities for the teaching of music. This building has transformed the quality of experience in the School, not only in music and drama, but also in lectures and community events. The second phase, completed for September 2013, has created new facilities for science and Modern Languages, and a new Sixth Form Centre. This project was made possible by a £2.5m donation from a former pupil. The third phase has been a new £2.5m hockey pavilion and astro pitch. The final phase will see a new sports hall, gym and additional indoor recreational space and will be completed in Autumn 2018.



Extra-curricular life

In order to pursue our aims, it is vital that there is a very rich experience for the boys inside and outside the classroom. The School is very active in academic competitions in Maths and sciences and the School's junior and senior Schools' Challenge Teams have enjoyed national success. Music and Drama are exceptional with one major dramatic production and three major concerts in the year, including one in Birmingham's Symphony Hall. Pupils often become members of the National Youth Orchestra. Sport is very diverse and successful, with 18 different sports and major fixture lists in rugby, hockey, cricket and athletics. The School is currently successful at national level in water polo, badminton and hockey. There are many societies, including Debating, Living History, Model United Nations, History, Warhammer.

There is a very wide range of expeditions and outdoor activities for younger boys. Over 20 boys each year undertake the Gold Duke of Edinburgh's Award and the Combined Cadet Force thrives with Army, Navy and Royal Air Force sections. In total, there are over 140 trips and expeditions each year and visits for boys of all ages both in term-time and out. The diversity of all this activity is helped by Friday afternoon activities: there is no academic timetable after lunch on Friday and boys have the chance to take on many different activities during this time.



Pastoral Care

Beyond all this, the School is a very friendly place both for pupils and staff: boys feel cared for and relations between the boys, and between staff and pupils, are strong. The pastoral system is centred upon the Form Tutor and almost every member of staff is involved. The house system is important, too, providing links between boys of different ages, and competition in a wide range of activities, including many sports, music and debating. The staff is a happy and vibrant community, immensely committed to the well-being of the boys.

In 2013, the School conducted a survey of the parents to evaluate their judgement of the School. It showed that the School was in the top three of all the schools surveyed by RSAcademics for parental satisfaction.



The Role:

Senior Administration Officer

The Vacancy

We are seeking to appoint an experienced, positive and proactive Senior Administration Officer who will support the Chief Master and the School Administration Manager in the running of the School office, organisation of events and recruitment of staff.

The role is central to the service provided to the School and the role holder will become a source of information and a point of contact for pupils, parents and staff, so therefore strong communication and customer service skills are required. There is a strong emphasis on the flexible proactive management of tasks and accurate handling of sensitive data, requiring excellent attention to detail. The role provides an excellent opportunity for the successful candidate to utilise their wide-ranging administrative skills in a School environment.

The role will report to the School Administration Manager and is a term-time position, 37 hours per week, 5 days a week, plus 15 days to be worked in the holidays. The position has been evaluated at Grade 6, SCP 15 on the Support Staff salary scale, which equates to an actual salary of £20,100 per annum (£23,820 per annum full-time equivalent).

Job Description

The Senior Administration Officer will report to the School Administration Manager.

Key Tasks

- Collation of information relating to the School Workforce Census
- Managing the general school e-mail system
- Organising and attending parents' evenings
- Updating SIMS with parental data
- Updating CPOMS as necessary
- Production of options booklets for GCSE and IB
- Production of Sports booklets and certificates
- Proof reading of pupil reports
- Providing administrative support to the Senior Leadership Team
- Supporting the administration of UCAS applications and the re-marking of GCSE results
- Dealing with enquiries from parents, pupils, staff, governors, external organisations and individuals on a wide range of issues.
- Acting as the first line of response to other internal and external enquiries, directing them to other internal staff as appropriate.
- Line management of staff, to include, induction, probation, training and Professional Review.

Event Organisation

- Organisation of Founder's Day
- Organisation of Speech Day

The Role:

Senior Administration Officer

Recruitment

- Ensuring that appropriate arrangements are in place to support the timely recruitment of staff, to include, uploading advert and job details to external recruitment sites, inviting candidates for interview and carrying out appropriate pre-employment checks on candidates.
- Assisting the HR Manager in ensuring that the Selection, Recruitment and Disclosure Policy is followed for all appointments.
- Arranging for DBS checks to be carried out on new and existing staff and ensure that an accurate and up to date single central record of checks and other statutory information is held and available at all times.
- Collating information and maintaining records required for the School Workforce Census
- Maintaining accurate recruitment monitoring records for all applicants.
- Maintaining an accurate central record of role profiles and person specifications for all posts.
- Acting as the first point of contact for staff with queries about employment related issues.
- Maintaining effective systems for storage and retrieval of information and maintaining accurate personnel records

General Requirements

- To be aware of, and work within, the statutory frameworks relating to schools including Safeguarding.
- Ensuring the safety and well-being of children and young people by adhering to the School's Child Protection Policy and the School's Staff Code of Conduct
- Attending and assisting with school events as required
- To provide cover for other colleagues in the support staff team when required.
- Maintaining confidentiality in all areas
- Being fully conversant with the school's ethos and demonstrating this at all times
- Undertaking any other reasonable task required by the Chief Master, Bursar or line manager.

Person Specification – Senior Administration Officer

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Skills and Abilities (tested at application and interview)	Essential	Desirable
Ability to manage workload and prioritise tasks to meet deadlines, using initiative and being proactive	✓	
Ability to work flexibly and support the work of others as required	✓	
Ability to work calmly under pressure and at fast pace	✓	
Excellent accuracy and attention to detail	✓	
Excellent written and oral communication skills, with a calm telephone manner	✓	
Excellent customer service skills, with a 'people and service' ethic	✓	

The Role:

Senior Administration Officer

Ability to develop and manage relationships with a wide range of people	✓	
Ability to learn procedures and systems quickly and act as a source of knowledge	✓	

Knowledge and Experience (tested at application)	Essential	Desirable
A minimum of five years' experience of administration including data entry	✓	
A minimum of two years' experience of Human Resources and recruitment	✓	
A minimum of two years' experience of line management	✓	
Proficiency in Microsoft Office	✓	
Experience of filing and accurately managing and updating databases	✓	
Experience of administration in a School environment		✓
Experience of using SIMs software		✓
Experience of working with a variety of different stakeholders		✓

Qualifications (tested at application)	Essential	Desirable
Good general education to A level or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications	✓	
Educated to degree level		✓

Attitudes (tested at interview)	Essential	Desirable
A positive attitude towards education and young people	✓	
An understanding of safeguarding principles and practice	✓	
Ability to respect and maintain confidentiality	✓	

Our Values

Our Purpose

To educate and inspire boys from our region so that they can take on the challenges of the world and lead lives of significant contribution and fulfilment.

Our Promise

To inspire our boys to achieve more than they imagined possible through the quality of the ethos, learning and care we provide.

Our Vision

A school at the forefront of international education, enabling bright boys from any background to become inspirational young men for Birmingham and the world.

We will challenge each other to think beyond the conventional and create the best environment for our boys to develop the qualities they need, so that they can become:

Inspiring	Curious	Adaptable	Generous
Energising influencers, who are active and creative, and help others to become more confident.	True learners, who have a love of learning for its own sake, ask the right questions, and are thoughtful and reflective.	Future leaders, who understand how the world is changing, excel in any situation and are resourceful and resilient.	Gentlemen, who value other people's contributions, and are open and respectful.

Our boys will develop these qualities through being part of a community that values:

Optimism	Courage	Trust
We believe in best intentions and always act in each boy's best interests, helping him grow in the best way for him. We are forward looking and encourage each other to strive for and expect the best outcomes.	We are brave in thought and action, and learn from both success and failure. We capitalise on imaginative and innovative approaches.	We are committed to honesty and mutual respect and understand that our success depends on positive contributions from all members of our community.

The contribution we can all make to the School in building 'inspirational young men' by 'thinking beyond'

Leaders...	Staff...	Boys...	Parents...
Who ensure that the School is ambitious and at the forefront of educational thinking, and who understand how to secure its future.	Who find the true potential in every boy, encourage the boys and each other to go further, and are open and honest in words and actions.	Who love to learn, question and take part, want to make a difference, and value friendship and kindness.	Who encourage their son to develop his skills, to try new things and broaden his vision, provide a positive environment for learning, and support the school's ethos.

How to apply

How to apply

To apply for this role, forward a completed application form (available for download at www.kes.org.uk/jobs) and a covering letter addressed to the Chief Master by email to: recruitment@kes.org.uk.

The deadline for applications is **Midday on 23 February 2018**.

Interviews will take place on or around **Friday 2 March 2018**.

If you have any queries about the role or would like to discuss it in more details, please contact Becky Smith, HR Manager, by email: recruitment@kes.org.uk.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the School website.

