

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of a Higher Education Administrator (part time, term time only plus)





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 39.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 85.8% A or A* grades, and 58% A*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade

of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: www.sevenoaksschool.org

The Department:

The Higher Education (HE) Department is an important part of the school, assisting Year 11 students with their choice of subjects for the Sixth Form, and advising on and processing university applications for all final year students to both UK and overseas universities, mainly in the U.S. The Department has a Director of HE, an Assistant Director of HE, a Head of U.S. and International University Applications, as well as one specialist university adviser and several affiliated teachers who act as subject specific advisers.



The department aims to:

- ensure that as many students as possible acquire a place at their preferred university
- make the higher education application process clear, efficient and successful
- offer expert student higher education and careers guidance to students from Year 10 to Year 13
- offer well-informed guidance on subject choices
- support teachers, Heads of Department and parents to guide students in making higher education and careers choices
- develop links with Higher Education institutions.
- The department regularly invites university admissions tutors, lecturers and representatives from careers to give formal talks, and former students to return to the school.

The Role:

The Higher Education Administrator will report to the Director of Higher Education.

Responsibilities include:

The following paragraphs detail the key

duties involved. It should be noted that this is not an exhaustive list but aims to give an understanding of the role.

Each term has a different workload but there are some key roles throughout the year:

- To be the first point of contact for pupil enquiries and the focal point for telephone calls to the HE office.
- To assist the Director and Assistant Director with the administration of the department by carrying out general office duties such as typing letters, maintaining computer records, updating databases, arranging stationery supplies, photocopying, answering e-mails, keeping accurate minutes of meetings etc.
- To keep all HE literature up to date.
- To help manage the HE Calendar and the HE intranet pages.

In addition the following are termly responsibilities:

MICHAELMAS TERM

- Process UCAS applications, despatching the final applications to UCAS.
- Liaise with the Examinations Administrator on the accurate reporting of exam grades to UCAS.



- Liaise with the Examinations Officer on the entering of candidates for Cambridge and Oxford Admissions Tests and BMAT.
- Liaise with the Examinations Office and Director of Administration about SAT and ACT exams on behalf of the Director of HE.
- Help with the organisation of OS Career Forums.

LENT TERM

- Help arrange visiting speakers' programme including meeting and greeting speakers.
- Support on-going contact with universities e.g. feedback requests, ordering prospectuses etc.
- Draft letters to universities for students with extenuating circumstances.
- Help with Friends of Sevenoaks Careers Fair (February).
- Help to arrange Oxford and Cambridge Information Evenings.
- Help with the organisation of OS Career Forums.

SUMMER TERM

- Help organise the Lower Sixth Higher Education Day (June).
- Support the organisation of the HE programme for the Kent Academy

Network of schools.

- Help to arrange the HE Information Evening and the HE day for Lower Sixth pupils.
- Liaise with the Examinations Officer on the sending of IB Diploma results to universities overseas.
- Help with the organisation of the Old Sennockians Career Forums.
- Help organise admissions test workshops e.g. UKCAT, BMAT, LNAT etc.

SUMMER HOLIDAYS (when required)

- Help to despatch letters to universities for students who have not met their offer requirements.
- Liaise with the Examinations Officer on the sending of IB Diploma results to universities overseas.

Experience and Qualities required:

The Higher Education Administrator should:

- Have a proven track record of strong, wide-ranging administrative experience within a busy environment.
- Be reliable, methodical, organised and good at assessing priorities.
- Be flexible, adaptable and meticulous, able



to work both on their own initiative and independently.

- Have very good, accurate word processing, database and spread sheet skills.
- Be familiar with databases and e-mail operations.
- Be confident in the use of a variety of web-based information systems. The ability to update an internal website would be a distinct advantage.
- Be personable and tactful in dealing with pupils, parents, staff and outside agencies.
- Prior experience of working in schools would also be very useful.

Hours of Work / Working Pattern Requirements

During term time:

Michaelmas – 20 hours per week.

Lent and Summer Term – 15 hours per week.

Exact start and finish times to be agreed upon appointment

During holidays:

The role also includes a requirement for work of up to one week after the release of the IB results in early July and up to a week around the release of A Level results in mid-August.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is pro-rata of 28 days paid holiday per annum including public holidays. As this is a term-time plus role, payment for the holidays will be included in the salary offered.

Salary

The salary for this role will be dependent upon the skills and experience of the individual filling the role, but is likely to be no more than pro-rata of £22,000 p.a. The hours required for this role make it approximately 30% of a full-time, all year round role, which means, based on £22,000, the annual salary would be £7,349 p.a.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a



number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment

Note

This job description is not intended to be a comprehensive statement of procedures

and responsibilities, but instead sets out the principal expectations of the school in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.