

**Academic Administration Manager
(To Start As Soon As Possible)**



Pipers Corner is a GSA Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the School is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI Inspection (February 2019) the school was graded as “excellent” in all categories.

Founded in 1930, the school was established on its current site in 1945. The school now comprises 600 pupils and employs more than 170 staff. In recent years Pipers Corner has experienced a significant demand for places and we remain over-subscribed. We believe that investing in talented and inspirational teaching staff is at the heart of our success and our recent academic results bear testament to this.

Above all Pipers Corner is a school of individuals – there is no typical “Pipers” girl. We support the girls to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young women. Academically successful, our girls progress to further study at Oxbridge and other top universities or specialist dance, drama and music colleges.

For more information please visit www.piperscornerschool.co.uk

Follow us on Twitter: [@PipersCornerSch](https://twitter.com/PipersCornerSch)

Like us on Facebook: www.facebook.com/PipersCornerSchool



Academic Administration Manager

Full time (40 Hours per Week)

52 Weeks

To start As soon As Possible

Salary – £30,000 - £33,000 dependent on experience

Annual leave: Six weeks to be taken during the school holidays

We are seeking a highly organised, efficient and enthusiastic Academic Administration Manager for this busy and dynamic school environment.

You will provide a high level of comprehensive administrative support to Academic Senior Leaders. The ideal candidate will have excellent organisational and time management skills with the ability to prioritise and react to competing demands.

The application form and full job description is attached to this advert.

Completed application forms and a covering letter should be sent to the Headmistress/Bursar via the HR email address - hr@piperscorner.co.uk.

Closing date: 6th December 2021

Interview date: 9th December 2021

Pipers Corner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

At Pipers Corner we are committed to providing a well-structured staff development programme to enhance personal and team development. We are an equal opportunities employer.

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Registered Charity No. 310635

The Role

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You will provide a high level of comprehensive administrative support to Academic Senior Leaders. The ideal candidate will have excellent organisational and time management skills with the ability to prioritise and react to competing demands.

Principal Responsibilities

To ensure the School continues to be high performing across all strands:

- to provide day to day academic support to the Senior Leadership Team
- to deal efficiently with emails, telephone calls and enquires from parents, staff, students, visitors, other schools and outside agencies
- to liaise with tact and diplomacy with school staff and others outside the school, particularly parents and the local community generally
- to anticipate events and activities which need to be brought to the attention of the Senior Leadership Team
- to deal with queries, especially in the absence of the Deputy Head Academic, deciding whether they should be referred to another member of staff i.e. Headmistress, Deputy Head Pastoral, Head of Department, Head of Department or relevant teacher
- to use discretion when providing information both within and outside the school and to ensure that confidentiality is maintained as appropriate regarding all student and staff matters
- to ensure that the Deputy Head's (Academic) diary is kept up to date and to liaise with all parties involved in meetings or visits to the school
- to add key dates and events into diaries at the beginning of the year and monitor throughout the year
- to keep the Deputy Head (Academic) on schedule and briefed for meetings with the relevant correspondence
- to take minutes of general meetings and confidential note taking as required
- to work with the Head's PA and Pastoral Administration Manager to review and update school policies
- to provide administrative support for staff meetings/INSET, working alongside the Pastoral Administration Manager and the Headmistress' PA and to upload INSET resources to the learning platform
- to coordinate academic letters on behalf of the Deputy Head Academic, send out to parents via Pipers Mail/Operoo and collate responses as required
- to upload relevant academic documents onto the School Website, Parent Portal and notify parents via Pipers Mail
- to assist the Head's PA in the collation of the department termly reports
- to work with the Deputy Head Academic and the Head's PA to assist in the preparation for inspection
- knowledge and experience of the whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Deputy Head Academic and the school

Academic Responsibilities

- to organise Senior Academic Team meetings, agenda and papers, attend, take and distribute minutes, chasing outstanding actions as required
- to manage the Sixth Form Scholarship application process (dates, letters, forms and distribution, applications and tracking, shortlisting letters, arrangements for department, panel and SLT interviews, final offer letters and forms)

- to maintain and share the scholars list for the whole school and to work with the Head's PA to allocate time for presentation of scholarship badges at the beginning of the year
- to manage the administrator process for UCAS applications (liaising with the Deputy Head Academic and Head of Sixth, checking applications, processing references, entering predicted grades and submitting to UCAS)
- to support the Deputy Head Academic to collate information for examinations and the timetable, ensuring completeness of submissions from all subjects
- to assist in the collation of examination analysis reports for school and external examinations
- to provide support for the academic student data tracking process
- to provide support for the timetabling process each academic year
- to support the Deputy Head Academic with the creation of the academic calendar for each academic year and to manage the academic calendar during the year
- to support work on the Year 8 and Year 11 Options process
- to work with the HR Manager to provide administration support for the PDR process
- to provide administration support and liaise with HR in relation to the induction process for new teaching staff and prepare induction paperwork
- to provide administration support for the staff CPD process
- to support the Deputy Head Academic co-ordinating the NQT/QTS/PGCE programme for new staff
- to support the Deputy Head Academic in the development of the curriculum
- to collate department Schemes of Work and department handbooks throughout the year and to support departments as required
- to support with the organisation of department work scrutiny and collate documents throughout the year
- to check that academic department meeting minutes are uploaded onto SharePoint by departments and shared with the Deputy Head Academic
- to assist the Pastoral Administration Manager in updating the academic sections of the staff handbook
- to collate Head of Department availability and contact details during external examination result weeks
- to co-ordinate support for key academic school events and attend as relevant
- to support the Deputy Head Academic in relation to whole school academic initiatives
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Other

- to carry out other reasonable duties which the Headmistress or Senior Leadership Team may request.
- to complete any training as required for role/responsibilities.

Staff are responsible for their own professional development and together with their line manager are encouraged to identify courses which might address any areas for future growth.

The Successful Applicant

- a highly professional, methodical and expeditious approach to handling data
- a calm and personable manner
- good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- discretion and proven tact and diplomacy in dealing with adults and children
- ability to work as a member of a collaborative team
- capacity to remain calm and to cope with the unexpected
- ability to prioritise work efficiently and effectively
- energy and enthusiasm
- excellent ICT skills

Remuneration

Salary: £30,000 - £33,000, dependent on experience. Full-time (40 hours per week). Six weeks' annual leave (to be taken during the School's holidays).

All new staff appointments are subject to verification of medical fitness, receipt of two satisfactory references and clearance from the Disclosure and Barring Service at Enhanced level.

Application Procedure

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