

## **RECEPTION/ADMIN ASSISTANT - 6th Form College**

**We are the Stephen Perse Foundation. Extraordinary things happen here every day.**

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

**Responsible to:** 6th Form Office Manager

**Location:** Stephen Perse 6th Form College

**Role description:** To assist with the smooth running of the 6th Form reception/office, undertaking administrative duties as required.

**Main responsibilities to include:**

- To ensure a professional “front of house” response to visitors and students
- To be responsible for the admin of the afternoon registers
- To be the first point of call for telephone calls to the 6th Form and deal with these as appropriate
- To deal with the office in-box for the 6th Form email address
- To be responsible for keeping first aid boxes replenished and order first aid supplies
- To keep all records on sims up to date - addresses and contacts

- To liaise with the nurse at the Senior School as required
- To input information for new starters onto SIMS
- To administer first aid to students (training will be provided)
- To send out School Post messages to parents
- To be responsible for ordering stationery for the office and teaching staff
- To setup and monitor parent payments through WisePay
- To assist the School Office with general duties as required

#### **General responsibilities**

- To build and maintain good working relationships with all Foundation colleagues
- To assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation relating to health care
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibilities for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

#### **Safeguarding and welfare of children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

#### **Terms and conditions**

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

#### **Hours of Work**

13.00 - 18.00 Monday to Friday, term time only (35.8 weeks per year to include 4 INSET days)

All 6th Form College staff are required to work the annual Open events, results day and assist with the occasional Parents' Evening.

#### **Salary guide**

£18,575 - £19,724 FTE, salary dependent on qualifications and experience

### Benefits

- Contributory pension scheme – matching up to 6%
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time/term time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time/term time) should staff have a child at any school within the Foundation
- Salary sacrifice childcare vouchers (no new joiners after October 2018)
- Salary sacrifice cycle to work scheme
- Lunch and refreshments provided (term time only)
- Discount on train travel

### Application process

Please apply directly through our online recruitment portal at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

**We are unable to accept CVs as a method of application.**

The closing date for applications is **noon on Monday 24th September 2018.**

### Invitation for interview and recruitment arrangements

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- ***PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.***
- ***A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.***
- ***YOUR PROFESSIONAL QUALIFICATION CERTIFICATES (IF APPLICABLE).***

References may be taken up before interview.

Interviews will take place **week commencing 24th September 2018.**

### Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

[www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

**Person Specification**  
**RECEPTION/ADMIN ASSISTANT**

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	GCSE or equivalent, grade C or above in Maths and English  Able to use various IT packages including MS Word and Excel and Google	Relevant IT training / qualifications  Typing qualification with a good current typing speed  First aid certificate	Application Form  Production of the Applicant's certificates at interview
<b>Knowledge &amp; Experience</b>	Able to work accurately and meet deadlines (attention to detail is a must)  Excellent, confident interpersonal communication skills  Good organisation skills including personal workload organisation and diary management	Knowledge/experience of working in an educational establishment would be an advantage  Knowledge/experience using Sims (Scomis)  Experience of Google Drive	Application Form
<b>Skills &amp; Aptitudes</b>	Enthusiastic  Professional attitude to colleagues, students, parents and the working environment  Committed to the ethos of the school  Calm and adaptable  Good sense of humour  Able to work without close supervision and enjoy working on own initiative  Willing to develop IT skills in a variety of contexts		Interview  Professional references
<b>Personal Attributes</b>	Able to work effectively with other colleagues  Flexible and willing to help with various activities		Interview  Professional references