



RECRUITMENT INFORMATION PACK

ADMINISTRATOR (External Relations)

PART TIME - 0.8 FTE
(FTE - 37.5 HOURS PER WEEK)
SALARY - £20,280 (FTE £25,350)

Location: Holt, North Norfolk, UK
Required for: At the earliest opportunity

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



GRESHAM'S
ESTD 1555



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line that extends to the right.

Douglas Robb

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N

A D M I N I S T R A T O R (E x t e r n a l R e l a t i o n s)

R e p o r t i n g t o : D i r e c t o r o f M a r k e t i n g & H e a d o f A d m i s s i o n s

Gresham's is seeking to appoint an experienced Administrator. The successful candidate will join the External Relations Department which consists of Marketing, Admissions, Development, Alumni and Archive teams.

K E Y R E S P O N S I B I L I T I E S

- Maintain and update budgets, databases, shared drives and spreadsheets
- To manage data entry on the schools management systems accurately and effectively
- Assist with communications to external audiences
- Assist with event management such as Open Days, Taster Days and Assessment Days
- Deal quickly and efficiently with enquiries from prospective families
- Ensure that the School Admissions process is followed to meet the required standards
- Liaise with internal and external departments and suppliers
- Manage stock and ordering of marketing material such as prospectuses, flyers, advertisements and banners
- Collate and manage updates for pupil information packs, marketing materials and website
- General office administration
- Undertake any other duties, which the Director of Marketing or Head of Admissions may reasonably request

The position gives the regular opportunity for contact with children and young people and is therefore classed as a regulated activity.

The role therefore requires the successful candidate to

- Read and understand the current Keeping Children Safe in Education (KCSIE) guidance, alongside the School's Safeguarding and Child Protection and demonstrate a commitment to implementing these fully, both in and out of the workplace
- Attending all Safeguarding training.
- Demonstrate a commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Educated to degree level or equivalent		✓
W O R K E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
Excellent IT skills, including MS Outlook, Word, Excel and PowerPoint	✓	
Ability to work as part of a small team, taking initiative and working under pressure	✓	
Experience of managing budgets, quotes, processing expenses and invoices	✓	
Data management and processing	✓	
Update marketing materials such as website, prospectus and house guides	✓	
Ability to organise time effectively, prioritise workload and meet deadlines	✓	
Experience of working with staff, external organisations, suppliers and freelancers using a collaborative and professional approach.	✓	
Impeccable written English skills with a proven ability to write succinctly and effectively	✓	
Able to manage multiple priorities and strict deadlines, prioritising own workload	✓	
Confident and personable phone manner	✓	
Previous experience in office administration	✓	
Previous experience of working within a school		✓
Event organisation and management experience		✓
Good understanding of compliance and regulatory requirements within a school		✓
Customer service experience		✓
Managing and ordering stock of marketing materials and office supplies		✓
Willing to work extended hours, including evenings and weekends when required		✓

REMUNERATION AND OTHER BENEFITS

WORKING HOURS

30 hours per week – 0.8 of the FTE 37.5

The role offers flexibility to weekly hours and/or days and to the hours worked during term-time and the school holiday periods, consideration may also be giving to a term-time only role.

We are open to exploring working patterns that may suit the individual, this will be discussed at interview.

SALARY

£20,280 per annum (FTE £25,350)

- Gresham's School's Contributory Pension Scheme (after completion of three months' service)
- Free lunch during term-time
- Private Medical Scheme
- Free on-site car parking
- Life Assurance
- Free use of swimming pool, gym and other sports facilities (specified times)
- Salary sacrifice schemes for pension contributions and cycle to work

P E R S O N A L D E T A I L S

E L I G I B I L I T Y T O W O R K

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

E Q U A L O P P O R T U N I T I E S M O N I T O R I N G F O R M

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

R E T E N T I O N O F R E C O R D S

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

D I S C L O S U R E A N D B A R R I N G S E R V I C E

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

I N T E R V I E W P R O C E S S

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- a UK Birth certificate
- passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status
- a utility bill or bank/building society statement showing your name and home address (less than three months old);

- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, divorce, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS).

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

C O N D I T I O N A L O F F E R O F A P P O I N T M E N T

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place;
- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;

- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2023 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

W A R N I N G

Where the information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623/714589 or email hr@greshams.com

HOW TO APPLY ADMINISTRATOR (External Relations)

If you would like to apply for the position of part-time Administrator, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, **however** this must not be submitted in place of the application form
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the particular job link to MyNewTerm or by joining the Talent pool.

H O W T O A P P L Y (c o n t i n u e d)
A D M I N I S T R A T O R
(E x t e r n a l R e l a t i o n s)

The recruitment team can be contacted via applications@greshams.com or hr@greshams.com or by calling 01263 714623 / 714589.

Please submit your application by the closing date of **10th December 2024**. If your application is submitted after this time, we will not be able to accept it. Interview dates to be confirmed.

Required for – At the earliest opportunity.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

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www.greshams.com

Registered Charity No: 1105500