



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Administration Assistant



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

LOCATION

Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



SUMMARY OF THE ROLE

Job Title

Administration Assistant

Reporting Line

The Head's PA

Hours

During term time Reception is covered from 8.00am to 5.45pm. You would work some days 9.45am to 5.45pm and some days 8.00am to 4.00pm with half an hour for lunch (unpaid).

During school holidays you will work 9.00am to 3.30pm with half an hour for lunch (unpaid). The Administration Assistant will be required to work any Bank Holiday when the School is in operation.

Salary

£22,987 per annum 37.5 hours per week during term time and 30 hours per week in the school holidays.



JOB DESCRIPTION

RECEPTION RESPONSIBILITIES

- Be the first point of contact for all visitors to the School, extending a warm welcome to parents, Governors, visitors, contractors and delivery staff, ensuring all visitors sign in correctly, are made aware of our Safeguarding procedure and are directed to the appropriate location.
- To be the first point of contact for parents, pupils and staff.
- To answer calls, take messages and operate the intercom system.
- To prepare signs for visitors and events as required.
- To ensure the public areas in the vicinity of Reception, including “Wetherlam” (a meeting/reception room) are kept tidy and are always welcoming to visitors.
- To sort and distribute incoming mail.
- To prepare and frank mail for despatch and take to the Royal Mail Sorting Office at the end of the day in time for the last post.
- To make arrangements for the collection of outgoing parcels/students’ luggage by carriers and recharge where appropriate.
- To receive incoming deliveries, store tidily and organise their distribution (keeping the entrance/reception area free of deliveries and clutter).
- To prepare Fire Registers for pupils every morning and afternoon.
- To assist with registering staff in the event of a fire or during Fire Practice.
- When required, to produce a report from the database showing the location of all students for the lockdown procedure.

ADMINISTRATIVE RESPONSIBILITIES

- To produce a daily list of notices to display on TV screens.
- To record bookings of ‘public’ rooms, including ‘Wetherlam’, ‘Crampton Hall’ and the Dance Studio.
- To support with the issue of staff ID badges.
- To copy, post and file examination certificates.
- To assist with ticket sales for events, as required.
- To process “Authorisation for Absence requests”. To print, get signed approval and type letters for student absences, inform relevant staff and record on spreadsheet.
- To collate, summarise and record the results of student surveys and questionnaires as required.
- To collate and maintain records of all trophies held and awarded in School, arrange for trophies to be engraved as required and ensure relevant trophies are returned in time for Prize Day.
- To be responsible for monitoring and ordering stationery. This to include liaising with academic and administrative departments, agreeing orders with the Bursar, the placing of orders and checking deliveries against receipt notes and invoices, issuing stationery to students and recharging as necessary. Orders to be the most cost-effective possible.

- To provide clerical/secretarial support to members of staff as required and to assist with preparing pupils' reports and letters to parents as required.
- To communicate with parents via SIMS email system.
- To operate and update Schools Information Management System (SIMS), where appropriate.
- To support with cover as required within the Admin Team and to provide support for the School's wider administrative needs as directed.
- To undertake photocopying, printing, scanning, filing and laminating as required.
- To allocate and name staff 'pigeon holes' as required.
- To process orders for the school photograph and arrange for distribution of the photographs as required
- To undertake any other duties which might reasonably be requested.

HOLIDAYS

- Periods of planned absence for holidays must be taken during the school holidays, unless agreed exceptionally with the Head's PA. Holidays should, as far as possible, be arranged so that, together with the Head's PA and School Secretary, reception and secretarial cover is available during school holidays.
- Full-time support staff are entitled to 25 statutory and 8 Bank Holidays per year to be taken during periods of school closure. The school is closed to all staff between Christmas and the New Year. These days are deducted from the annual holiday allowance.

MISCELLANEOUS

The School operates a No Smoking policy within its buildings and grounds. Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SAFEGUARING RESPOSIBILTIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.

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The postholder will be required to undergo an Enhanced DBS check.



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