

Appointment of
Temporary (maternity cover)
Term time only
Sixth Form Administrator
To start as soon as possible



The Godolphin and Latymer School
Iffley Road
Hammersmith
London W6 0PG

T: 020 8735 9555
F: 020 8735 9596
e-mail: recruitment@godolphinandlatymer.com
www.godolphinandlatymer.com

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Working at Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 117 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from each of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefiting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea. The Preparatory School is now known as Godolphin and Latymer Redcliffe Gardens School.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and responsibility.

All staff working in the School during the school day will have some contact with children and will therefore be in regulated activity. In your role you are unlikely to be working with children directly but will regularly interact with pupils who may seek your assistance or otherwise interact with you when moving around the school.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Participating in any arrangements that may be made for review and appraisal.
- Participating in arrangements for your professional development.
- Participating in meetings at the School which relate to the administration or organisation of the School.
- Participating in administrative and organisational tasks related to such duties as described above.

You may be required to undertake other reasonable duties from time to time as the School may reasonably require.

Job description

The Sixth Form Administrator is responsible to the Director of Sixth Form. The Sixth Form Administrator helps to ensure that the day to day operation of the Sixth Form is as smooth as possible and supports other Sixth Form staff, as appropriate, in their aim to provide an outstanding sixth form experience for all students.

In carrying out this role, the Sixth Form Administrator will need to liaise with members of the teaching staff, the School Office, ICT, the Premises Assistants and caterers and other staff as necessary. The Sixth Form Administrator is a valued member of the Sixth Form staff team and we would expect the post-holder to participate, as appropriate, in Sixth Form activities e.g. Sixth Form Breakfasts. Depending on the skills and interests of the post-holder, there may also be an opportunity to take responsibility for overseeing one of the Upper Sixth leadership teams.

Duties and responsibilities include the provision of organisational and administrative support for events, activities and systems e.g.:

- Sixth Form Bonding days and breakfasts;
- Parents/consultation evenings;
- Dining Club and Interview Practice events;
- Year 11 Transition Day/ Year 11 Sixth Form Shadowing;
- Year and Tutor group meetings;
- Sixth Form Lecture Programme;
- Post-Exam Programme;
- Sixth Form duties and lockers;
- Monitoring of lateness and absence, including sanctions administration;
- Academic monitoring, checking of reporting cycles and attendance grids;
- Monitoring of extra and super-curricular activities;
- Sixth Form Entry and Practice Examinations;
- Positions of Responsibility applications and the selection/election process;
- Sixth Form marketing;
- Results Days.

In addition, the Sixth Form Administrator will provide administrative support for the International Baccalaureate CAS Programme as required.

Specific administrative tasks include:

- Distributing incoming mail, drafting and sending emails or letters as appropriate;
- Screening and handling or transferring phone calls, enquiries and requests;
- Booking dates and venues and promoting events, publication of *Weekly Notes*;
- Arranging meetings;
- Distributing agendas, taking and distributing minutes of Sixth Form staff and tutor meetings;
- Organising and maintaining the Director of Sixth Form's diary and making appointments;
- Producing and/or photocopying documents, reports and presentations;
- Researching and passing on information as required;
- Compiling and analysing data eg examination results, Oxbridge applicant profiles etc;
- Managing electronic and hard copy filing systems, developing, maintaining and updating

- documents and computer files including relevant sections of shared Google Drives;
- Supporting the Higher Education and Careers department with the administration of the UCAS process;
 - Regularly reviewing Sixth Form facilities, replenishment of stationery and management of maintenance and repairs requests;
 - Analysing data (familiarity with Excel is essential);
 - Occasionally welcoming and directing visitors.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

Person specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> GCSE grades A*-C Educated to A Level standard or equivalent 	<ul style="list-style-type: none"> Educated to degree level Other relevant qualifications 	<ul style="list-style-type: none"> Application form Appropriate certificates References
EXPERIENCE	<ul style="list-style-type: none"> Previous experience in an administrative role 	<ul style="list-style-type: none"> Experience in a similar role, ideally having worked with systems such as UCAS Experience of working in a school 	<ul style="list-style-type: none"> Application form References Interviews
SKILLS & ABILITIES	<ul style="list-style-type: none"> To have excellent interpersonal and communication skills To have excellent ICT skills To be able to work with a high level of initiative, to be forward thinking and proactive and self-motivated To have good organisational skills and able to prioritise a wide range of duties To have good time management skills and able to work to tight deadlines To work well under pressure To pay attention to detail and work to a high level of accuracy 	<ul style="list-style-type: none"> The ability to analyse data 	<ul style="list-style-type: none"> Application form Interview References
PERSONAL QUALITIES	<ul style="list-style-type: none"> To be committed to safeguarding and promoting the welfare of children and young adults To be highly personable and approachable To be able to engage in tasks beyond administrative duties, such as role-related events To be discreet and confidential To be flexible, cooperative and resilient To be confident To be committed and willing to go the extra mile To be willing to undergo any necessary training 		<ul style="list-style-type: none"> Application form References Interview
KNOWLEDGE / UNDERSTANDING			<ul style="list-style-type: none"> Application form References Interview

The department

At Godolphin and Latymer, we seek to ensure that our Sixth Form students are provided with an environment which enables them to flourish in all respects. The Sixth Form represents such an energising time for our students, as they are poised to reach the pinnacle of their school career, as well as to embark on the next phase of their education. We take pride in working hard to ensure that the environment in which they prepare for this next phase of their lives is suitably stimulating, diverse, stretching and supportive. We combine this ethos with emphasis on ensuring our students have a strong understanding of their role within a wider community, locally, globally and nationally.

We offer two academic pathways to our Sixth Form students: A Levels and the International Baccalaureate. Students have free choice over which pathway they choose. We operate a vertical tutor system, which sees Upper and Lower Sixth students mixed together in form groups, with representation of both A Levels and the International Baccalaureate in each group. Where possible, the girls retain the same form tutor throughout their time in the Sixth Form.

Our Sixth Form students have the use of a Sixth Form Centre, which includes the offices of the Director of Sixth Form and Heads of Years 12 and 13, as well as the offices for the Higher Education and Careers department and the IB team.

Our Sixth Form students enjoy an extremely varied and rich extra-curricular programme. They are role models for younger students and, as such, they play a key part in leading clubs and societies. We provide a wide range of leadership opportunities for the girls in the Sixth Form, with a strong focus on encouraging our students to develop into confident, compassionate and resilient young people who can take their place in the world with energy and optimism.

Salary, hours and benefits

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

The core hours of work will be 8.15am to 4.15pm or similar four (or five) days per week during the term time, including the weeks in which a term begins and ends, and an additional four (or five) days during the School's summer holiday to coincide with the examination results for A Level and International Baccalaureate. Additional hours may be required outside of the usual working day on occasion to fulfil the duties of the post.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

Medical staff on site – during term time, the School employs two School Nurses and two School Counsellors providing daily cover. All medical staff are available to employees of the School.

Enhanced sick and maternity/paternity pay arrangements – the School offers additional support to staff via its sick and family friendly policies.

Pension Scheme - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Private Medical Insurance – membership of a private medical insurance scheme is available at a reduced rate.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Cyclescheme – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches and Refreshments – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions available to staff, including acupuncture massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Application

This is a fixed purpose maternity cover contract to commence as soon as possible on the completion of all required pre-appointment checks. The contract will terminate the working day before the permanent post-holder returns.

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms should be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

There is no closing date for this vacancy.

Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

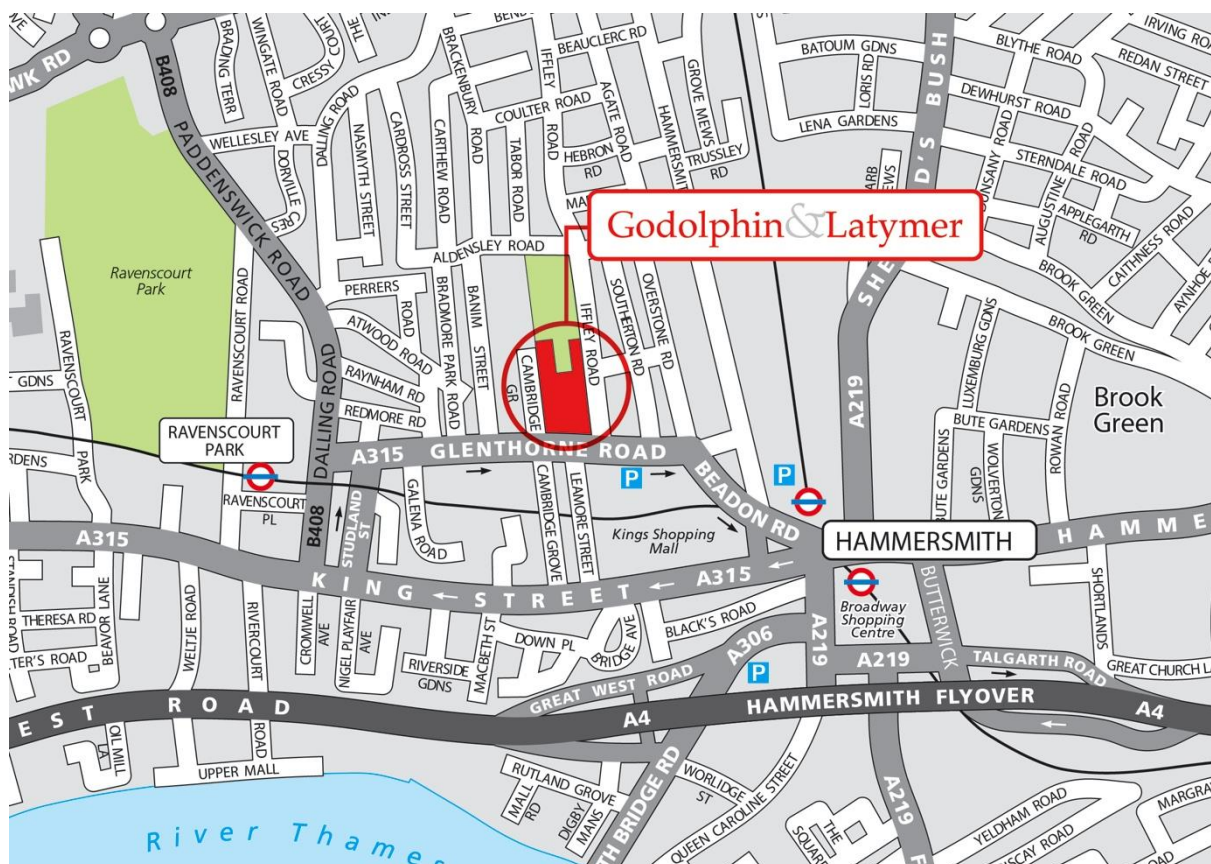
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service filtering rules. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and may be asked to undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

