



**D'OVERBROECK'S
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL



Candidate brief for the position of **Administrator**

To start as soon as possible



The school

d'Overbroeck's is a co-educational independent day and boarding school in Oxford for students aged 11 – 18.

Founded in 1977, initially as a Sixth Form, d'Overbroeck's has maintained its founding values throughout its growth.

We believe in outstanding teaching and laughter. We celebrate the individual and foster a culture that promotes collaboration and originality. We pride ourselves on our unique blend of social informality and academic rigour.

d'Overbroeck's has proven itself to be an outstanding independent school, consistently achieving some of the best value-added results in the country. Our success has supported our continued growth, currently with over 750 students across our 4 teaching sites.

We are located in North Oxford and we've established ourselves as a thriving, forward-looking and highly successful school. We are known for our distinctive, non-traditional ethos, an outstanding staff team, and a strong reputation for the quality of our educational and pastoral provision.

d'Overbroeck's comprises of 3 sections: Years 7-11, d'Overbroeck's International, and the Sixth Form, giving a school of approximately 765 students (200, 125 and 440 students in each section respectively). The school follows GCSE/IGCSE and A Level based curriculum.

The Sixth Form is based in a purpose-built site, built in 2017, and In September 2021 we opened a new specialist Arts Centre for use of the Sixth Form and d'Overbroeck's International students. In October 2023 we opened six new Sixth Form classrooms, above our arts centre, to provide more space for our students and allowing the creation of a new independent study space.

As the school continues to grow, we continue to develop our facilities to ensure that we can offer excellent resources to our students. This is an opportunity to become part of the d'Overbroeck's community at a very exciting point in our development.



Our ethos

We place academic achievement and personal growth at the heart of everything we do at d'Overbroeck's. Our success in achieving these goals is evident in students' achievements both in and outside the classroom, as well as in the enthusiastic endorsement we receive from current and former parents and students.

Our innovative approach sets us apart from other local independent schools and is characterised by purposeful informality. Our ethos is firmly built on **personal relationships**, and on a strong belief that **every individual is at the heart of the school**.

At the same time, our approach is distinctly **collaborative**. We believe in leading by example, in a healthy dose of flexibility and in the power of laughter and humanity.

'**Enthusiasm**', '**maturity**' and '**courtesy**' are words that visitors to the school frequently use to describe us.

We provide an environment which gives both staff and students the space to be themselves as well as the encouragement and stimulus to grow, to learn, to

engage with complexity and to achieve their goals. And they'll also have time for friendship and living life to the full.

Our policy is for everyone, staff and students, to be on first-name terms throughout the school. Our experience is that this fosters more mutual respect and truer, more motivating interactions between staff and students.

Students wear school uniform up to Year 11 and there is no uniform in the Sixth Form. Our uniform is relatively light-touch, which allows each student a sense of their own individual personality.

d'Overbroeck's does not have any particular religious affiliation and we welcome students and staff of all faiths and none.

In its key findings, our most recent inspection report (2021) found that our students are highly motivated with extremely positive attitudes to learning. They were described as successful collaborative learners who are naturally inclusive. They were said to have a remarkably strong sense of self understanding and excellent awareness of how to improve and achieve their goals.

ISI inspection report. October 2021



Teaching and learning

We teach a broad academic curriculum with a wide choice of subjects at GCSE and A-Level; we currently offer 35 different A Levels. Students in d'Overbroeck's International study a mixture of GCSEs and IGCSEs.

At d'Overbroeck's, we emphasise fostering resilience and independent learning skills starting from Year 7. In the Sixth Form, many students complete an EPQ alongside their A-Level programme, and students regularly take part in Maths and Science Olympiads.

We offer bespoke academic enrichment programmes through our Think programme. These are suitable for students who want to develop their academic skills in preparation for Oxbridge, Medical/Veterinary and Law programmes and for wider university study. Students have the opportunity to participate in a wide range of trips and sessions from visiting speakers throughout the year.

We integrate a Personal Development (PD) programme into the curriculum throughout the school. Students study across three key areas: Relationships, Health and Wellbeing and Living in the Wider World.

Our focus is on reflective teaching and professional learning. We have our own in-house system of CPD that promotes reflective and collaborative practices and allows staff to delve into areas of pedagogy that truly interest them.

The teaching approach at d'Overbroeck's has always been built around comparatively small classes. In Years 7-11, classes are generally kept to a maximum of 15 students. In the Sixth Form and The International School to we aim to keep classes to a maximum of 11.

At the d'Overbroeck's International, many students follow a one-year programme which prepares them for IGCSE exams in d'Overbroeck's International up to 8 subjects alongside intensive teaching in English for academic purposes (EAL). We also offer a growing two- and three-year IGCSE programme for younger students, which runs alongside the current one-year programme.

Our exam results are very strong. We are the top school for progress (value-added) at A-Level in Oxfordshire and every year many of our students progress to Oxbridge and other top Russell Group universities.

Boarding

We currently have over 300 residential boarders at d'Overbroeck's, which is set to increase in the next few years as the school grows. Our boarders are currently either in the Sixth Form (where around half the students are boarders) or d'Overbroeck's International (where almost all the students board), however from September 2024 we will also be offering boarding for our Years 7-11 students.

In the Sixth Form, students can either board full-time or weekly. For some of our boarders home is just 30 or 40 miles away; for others it is another part of the world. Some will have boarded before while for others this may be the first experience of being away from home and family.

Whichever it is, our aim is to create a close-knit, homely boarding environment where students are

physically comfortable and personally at ease; where they can live and work happily, enjoy freshly-cooked, well-balanced meals and make strong and lasting friendships. Like our teaching space, our boarding provision continues to develop considerably.

We have a purpose-built Sixth Form boarding house (Islip House) opposite our Sixth Form. We also have a Sixth Form boarding house in St Aldates, in the heart of the city and in Westway to the west of the city. We have another boarding house on the Banbury Road (shared with some d'Overbroeck's International students) and three further boarding houses in north and west Oxford for d'Overbroeck's International students.



Co-curricular

Alongside the academic curriculum, we offer a varied and vibrant programme of co-curricular activities to open up all sorts of opportunities for students in every year. Sport is diverse and wide-ranging, music and drama are very strong and concerts and school productions are always big events to look forward to.

Music

We offer a range of concerts and musical events throughout the year for students across the school. We also have a popular Instrumental and Vocal programme taught by a team of experienced peripatetic instrumental teachers each week.

Drama

Drama at d'Overbroeck's is about much more than learning lines and performing: it's also about unleashing our students' dramatic creativity. It's also a vehicle through which students develop confidence in themselves – not just as performers, but as individuals and members of a broader society.

Sport

We take an inclusive approach to sport and encourage all students to take part in different activities when they study with us. Whilst it's very important to us that students get the opportunity to compete and represent the school, it's equally important that they develop lifelong learning around active, healthy lifestyles.

Although we don't have our own playing fields or sporting facilities, we are fortunate to have the use of an excellent range of venues and facilities nearby, including those of Oxford University at Iffley Road. During term-time, our students use these facilities on a daily basis.

'It's hard to imagine a better school for nurturing and developing students.... Without exception all staff are dedicated to the aspirations of the school, resulting in a lovely and thriving atmosphere that produces excellent results and well-rounded teenagers!'

Parent





Association membership

d'Overbroeck's is a member of the Independent Schools Council (ISC), the Society of Heads of independent schools and of the Boarding Schools Association. The school is also an associate member of AGBIS.

Accreditation and inspection

d'Overbroeck's is an accredited member of the Independent Schools Council.

The most recent ISI inspection took place in October 2021. This was an educational quality inspection, which graded our students' achievements and personal development as "excellent" (the highest grade). It stated that d'Overbroeck's is "a community which is built on kindness, good humour and respect".

Copies of our ISI inspection ISI reports can be found at: [Policies & Inspections - d'Overbroeck's \(doverbroecks.com\)](https://www.doverbroecks.com/policies-and-inspections)

Safer recruitment

d'Overbroeck's is committed to safeguarding and promoting the welfare of all its students, and this is a responsibility that is shared by all members of staff. The successful candidate will be subject to an enhanced DBS disclosure. Please see the section on Disclosure below.

Disclosure

Please note that d'Overbroeck's aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure of criminal background from the Disclosure and Barring Service before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service/about.

Administrator

We are looking to appoint an Administrator. This role is 37.5 hours per week, term time only plus 3 additional weeks in the school holidays. The role may commence from the 7-11 site but you will be expected to work across the administration teams at all our sites.

Job Description

The primary function of this post is to provide high-quality administrative support to the 7-11 Site and to the Head of 7-11, supporting the efficient running of the school and promoting the distinctive ethos of this part of d'Overbroeck's in relations with parents, students, staff and the wider community.

The duties of the post can be broadly allocated to the following areas: 7-11 Administration, ensuring the smooth running of a busy site; and supporting Senior Staff in their roles. There will also be some involvement in supporting whole school administration as required.

Duties and Responsibilities

As Administrator you will share the workload of the School's Office Administration Team, learning the key administrative functions. The duties are broadly in two main areas:

Reception

- Providing and maintaining a positive and welcoming first point of contact for prospective and current students and parents, promoting the distinctive friend, caring ethos of the school;
- Welcoming visitors to the school, ensuring they are well cared for and the visitor areas are well kept;
- Cover the reception desk, including a wide range of duties associated with a busy school front desk, especially student-facing care;
- Dealing with personal, telephone and email enquiries; taking and passing on accurate messages, being quick and efficient in transferring calls to the relevant colleagues and generally ensuring an efficient and friendly manner;
- Responding to parent and guardian queries regarding our pupils;
- Liaising with teachers and other staff to provide pastoral support for students;
- Helping students with other administrative matters such as arranging appointments and transport arrangements;
- Answering queries from students and staff and passing on messages as necessary;
- Using Outlook calendars to book rooms and review appointments and manage the bookings for events and visits; and
- Dealing with incoming and outgoing post, deliveries and couriers.

Administrative Support for Staff

- Providing administrative support for staff, including document preparation; photocopying; printing; information collection, coordination and distribution and report creating;
- Oversee staff and student common areas and meeting rooms, ensuring spaces are well kept and notice boards are up to date;
- Ensure that current student records are accurately maintained and updated using the School's management information system, working with the Academic coordinator to ensure subject and timetable information is correct;
- Provide liaison with maintenance, catering and IT staff;

- Support with the administration of taster days and assessments for new students; dispatch prospectuses and other literature to prospective families;
- Monitor and record pupil attendance; follow up on absences and compile absence reports as required; Assist with the dispatch of student reports; and
- Create and co-ordinate communications, in liaison with teaching staff, to be sent to parents and guardians
- Create tables and reports, mailing lists and other information using the student database.

Please note that the above should be taken as an indicative, rather than exhaustive, list of duties and responsibilities. You may, therefore, be asked to carry out tasks of a more general nature that are not specifically mentioned in this job description but are still in line with the expectations of the Administrator in a busy educational establishment. A high degree of flexibility is needed to ensure that we can deal with the rhythms of life in a busy school. You must therefore expect, from time to time, to help where needed and to undertake tasks of a more general nature that are not specifically mentioned in this brief.

Salary

The salary for this position will be dependent on experience.

Staff at d'Overbroeck's also benefit from

- free cooked lunches during term-time
- access to 'We Care' medical and counselling services
- discounted membership rates for a nearby sports and leisure club
- participation in the 'Cycle to Work' scheme
- fee discounts for children of staff attending d'Overbroeck's School

Further information

If you would like any further information at this stage, please contact Leena Telo, Administration Manager – Leena.Telo@doverbroecks.com

Applications

The final date for submission of applications is **Sunday 24 March 2024**.

Please apply as soon as possible. All applications will be processed on receipt. Short-listed applicants will be notified of the interview arrangements as soon as possible after short-listing. Please note, however, that we reserve the right to shortlist and invite suitable candidates in for interview prior to this date, as we are looking to make a new appointment as quickly as possible.

Nord Anglia Education

In early 2021 d'Overbroeck's was acquired by Nord Anglia Education, a leading premium international schools organisation. At the start of the 2022-23 academic year, NAE comprised 81 school in 32 countries, employing over 15,000 and teaching over 70,000 students. You can find out more on their website: nordangliaeducation.com



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