



ROEDEAN

Independent Girls' Education
11-18 Day and Boarding

Roedean seeks a

GAP Admin Assistant



www.roedean.co.uk



ON SITE
FARM

FOUNDED
1885

47%
BOARDING

4 OFFERS FOR
OXBRIDGE

BEST EVER
GCSE &
A LEVEL
GRADES IN THE
LAST 2 YEARS

ACADEMIC
MENTORING
PROJECTS

45
ACRES

FLOOD-LIT
ALL-WEATHER
PITCH
ON SITE

120
CO-CURRICULAR
ACTIVITIES

355
-SEAT
THEATRE

GIRLS
FROM
OVER **45**
COUNTRIES

£11m

BOARDING
REFURBISHMENT

125
YEARS ON
CURRENT SITE

ISI
(NOVEMBER 2021)
EXCELLENT
IN ALL AREAS

ON THE
CLIFFS
OVERLOOKING
THE ENGLISH
CHANNEL

700
STUDENTS
ON ROLL

Welcome to Roedean



Roedean is an extraordinary school – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean – 2023 marks the 125th anniversary of the School on its current iconic site, although the School itself was founded in 1885. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, and throwing themselves into partnership work in the community. There are A-E teams in Key Stage 3 Hockey and Netball, girls achieve Advanced 1 in Ballet, design and race their

electric car at Goodwood, artists win undergraduate places at Central St Martin’s, and a team of 6 students successfully swam across the Channel to France in June 2022.

The School has grown from 360 students in 2013 to over 700 on roll in 2023, and about half of that number are day girls, joined by boarders from over 45 countries.

Roedean’s trajectory is very clearly upward, and the findings of our exceptional ISI Inspection reports in 2016 and 2021 judged Roedean to be ‘excellent in every category’ – the school is certainly ‘going places’ (Good Schools’ Guide), and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green, Head

The Role

GAP ADMIN ASSISTANT



Reporting to the Senior Deputy Head, the Admin Assistant will provide admin support to various departments within the school.

Main Duties



Main duties could comprise of some or all of the following:

- Assisting the School office with admin work including but not limited to
 - a) Answering queries
 - b) Covering for absence on Reception and in the School Office
 - c) School leavers and archiving files
 - d) Database updates (ISAMS)
 - e) New pupil admissions, creating files and distributing forms
 - f) Pupils' timetables
 - g) Correspondence
- Assisting HR with interview days (moving candidates to required locations and doing tours)
- Assisting Marketing and Admissions with events and tasks as required
- Undertaking general office duties for all departments such as
 - a) Photocopying
 - b) Filing
 - c) Distribution of post
- Helping other departments as required

Person Specification



- Confident, friendly manner
- Strong organisational skills, with attention to detail
- Excellent written and spoken communication skills
- Excellent IT skills, including a good working knowledge of Microsoft Office XP and databases
- Ability to work independently, as well as part of a team

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package



Salary: Based on Roedean NTS Point 13 - £23,761

Hours: 37 hours per week, with 1 hour unpaid for lunch. The post holder may be required to work occasional Saturdays when required to attend events, for example, Open Day.

Holidays: 22 days per annum rising to 27 days after 5 years' service. All holidays must be taken within School holiday periods.

Term: This is a temporary contract until August 2024 in the first instance

Other benefits include

the school day whilst on duty

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service** benefit for non teaching staff (subject to eligibility)
- **Dining and refreshment** facilities throughout
- **Sports and Leisure** – free use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work.
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding



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 post 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 Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply



Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Recruitment Manager, Roedean School, Roedean Way, Brighton BN2 5RQ.

If you have any questions about the role, please email Louisa Butler in the first instance - vacancies@roedean.co.uk

Closing date for applications is 9am, 2 October 2023.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and Roedean has the same

wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



The School Today



Roedean now numbers over 700 girls, the result of an annual growth of 15% since 2013, and it is enjoying markedly increased interest, both from local families and from those in London who are choosing to take advantage of the weekly and flexi-boarding opportunities. There has been an enormous growth in the number of pupils from Sussex and the UK, and there are about 350 boarders in the school.

Roedean brings together students from over forty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and the ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board. Over 90% of

the girls in the first three years are now from the UK, and, in recent years, many local girls have had the opportunity to join the Sixth Form from state schools nearby, benefitting from the School's Brighthelm Awards.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are over 20 joint weekly activities, in 2018 year we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.



ROEDEAN'S ETHOS

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions. Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 120 activities on offer every week, the girls enjoy international travel awards, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch. Roedean girls excel in a range of sports, and many musicians and dancers perform beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits

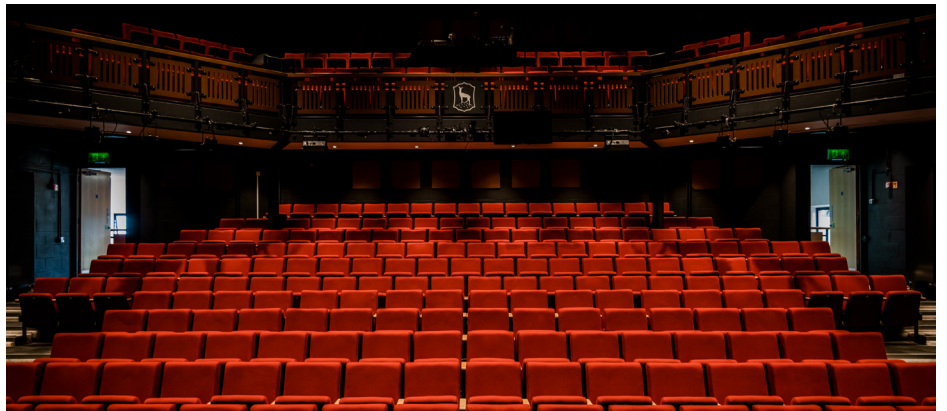
for the girls' academic endeavours. In 2021, the School introduced 'Wild Fridays', a programme which sees all of Year 7 spend every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it!

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House and Lawrence House. We also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. The School has completed a £11 million modernisation of the

five boarding houses, which includes the significant and sensitive redesign of almost 300 bedrooms, communal spaces, and private study areas for both boarding and day girls, and both Tatler and the Sunday Times drew close comparisons with the accommodation in high-end hotels. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site which opened in September 2016 with sheep, chickens, ducks, and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and a new all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library, beginning in April 2023, promises to deliver an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.



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Registered Charity 307063

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