



Bristol
Grammar
School

Life changing

Job Description

School Administrator - Compliance,
CPD & Activities/DofE, & PA to
Assistant Head

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job Role Specification

Post: School Administrator - Compliance, CPD & Activities/DofE, & PA to Assistant Head

Line Manager: Assistant Head (CPD, Strategic planning, Inspection & Compliance)

Anticipated start date: ASAP

Outline of Department: The School Office supports the operational, organisational and administrative running of the school.

Purpose of the job

To provide administrative support for a number of key school functions.

Duties and Responsibilities

- Inspection & Compliance administration
 - Administration of the School Development Plan & BGS School Evaluation Form and support for middle leaders in their Development Plans and Evaluation Forms
 - Organisation and administration of the school's inspections
 - Dissemination of updates of the Independent School Standards Regulations (ISSRs)
 - Managing the auditing of the school against the ISSRs including auditing of policies
 - Management of all ISI pre-inspection required documents in liaison with Assistant Head (Strategic Planning, Inspection & Compliance)
 - Maintaining an up-to-date Staff Handbook of all policies, routine information and guidance documents
 - Record keeping for all training inspected by ISI, including safeguarding and first aid and the following up of missed training
 - Support for the Assistant Head (CPD, Strategic planning, Inspection & Compliance) in matters relating to GDPR
- Training administration
 - Maintenance of staff training records
 - Administration and organisation of all internal training including:
 - INSET days
 - Induction Programme
 - Internally run courses such as minibus driving, first aid and mental first aid, sports coaching, outdoor education, trip leadership
 - Managing returns for evaluation of training
 - Supporting data analysis as required by CPD lead
 - Administration of the CPD SharePoint area
- Administration for appraisal schemes
 - Keep all appraisal documentation up to date and available via SharePoint
 - Collate returns, tracking and chasing as required
 - Maintaining Peer Observation record
 - Supporting data analysis as required by CPD lead
 - Collating and maintaining co-curricular contribution data for annual analysis
- General Administration
 - Administrative support for activities/clubs programme, setting up clubs in SOCS, setting up new students in clubs in SOCS, daily SOCS reporting and further reporting as requested
 - Administrative support for Duke of Edinburgh Award scheme
 - Administrative support for CareMonkey system
 - Administrative support for vaccinations

- Setting up Parents' Conferences with Head of Year/ Lead Academic Tutor each term
- Backup for School Administrator - attendance, trips & learning support, in his/her absence
- Additional Support for HR Administrator during peak workloads
- Assisting the administrative team with any duties when required including providing absence cover or in peak periods
- Covering reception when required
- Franking mail
- Managing petty cash
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures
- Any other task or activity as reasonably requested by management

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the School Administrator & PA will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
Prior experience of working in an administrative role	L	E
Prior experience of working within a school	L	D
Excellent attention to detail	L	I E
Strong IT skills with good knowledge of Microsoft Office, Google Drive & Google documents and working with data bases	L	I E
Strong communication skills both written and oral	L	I E
Experience of using SIMS	L	D
Ability to multi-task and manage your own priorities and workload	L	I E
A self-starter who is motivated and shows initiative	L	I E
A sense of humour and an optimistic, resilient style when faced with pressure		I E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
An enthusiastic and approachable nature		I E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with any challenging behaviour ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding and promoting the welfare of young people 	L	I E

Working hours and conditions

Working Hours	40 hours per week, 8.00am to 4.30pm Monday to Friday with a 30 minute unpaid lunch break, for 39 weeks per year - term time plus additional working weeks in the school holidays. The additional holiday working will be finalised with the line manager but the schedule will include working part or all of a week prior to the beginning of each term (i.e. the last week in August, last week of the Christmas and Easter holiday periods)
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to the Pension Trust "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Holidays	Paid holiday entitlement is 20 working days per annum, in addition to Bank Holidays pro-rata. Increasing to 22 working days per annum after 2 years' service and then increasing by one working day per additional years' service until it reaches a maximum of 25 working days. Holidays are not normally taken during term time.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed Headmaster, Mr JM Barot, and a monitoring form. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Tuesday, 23 April 2019, at 9am.

Interviews will be planned for shortly after this closing date.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

