

# DOVER COLLEGE



**Administrative Assistant  
Prep School**  
February 2023  
Candidate Information Pack



Priory Lodge  
The Priory School  
100 Years of Education

# Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

**Small is beautiful!** The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

**We are academically ambitious.** We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

**We think differently.** Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

**We offer an all-round education.** We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

**We are international and local.** We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher  
Head



# Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

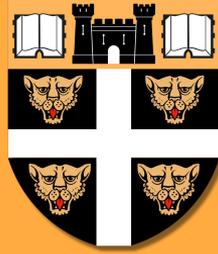
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





## Administrative Assistant - Prep School

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

Dover College is seeking to appoint an enthusiastic and organised Administrative Assistant within our Prep School to join our team. The ideal candidate will have a clear focus on delivering high quality administrative support to the Prep School. The successful candidate will deliver a wide range of admin functions and will follow policies and procedures in order to support the effective day to day running of school, working in close partnership with colleagues, parents and students.

It is essential that you have experience of working in an administrative role within a busy office environment and be able to demonstrate a commitment and willingness to work flexibly in order to meet the needs of the Prep School. It is also essential that you have knowledge of common IT systems including databases and Microsoft Office and have strong customer service, organisational and time management skills.

**The role is full-time (40 hours per week), 36 weeks per year.**

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 17th February 2023

\*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



**PREPARED:** EB

**REF:** Administrative Assistant - Prep School

**APPROVED:** TM

**REVISION:** 001

**DATE:** February 2023

## JOB PROFILE

**REPORTING TO:** Deputy Head (Prep School)

**PURPOSE OF JOB:** To provide administrative support to the Prep School

## KEY RESPONSIBILITIES

- To assist the day to day running of the Prep School, dealing with ad-hoc parent, pupil and staff enquiries;
- To make and receive phone calls and emails to parents/carers as and when necessary in relation to pupils;
- To provide administrative support as directed by the Deputy Head (Prep School). This may include admissions paperwork or other general administrative tasks, preparing registers and update records, after school club admin, filing and ensure information is shared as required;
- To provide reception cover as necessary;
- Assist with hospitality arrangements for visitors to the school;
- Prepare and distribute routine home / school correspondence for approval by the Deputy Head and maintain copies of all correspondence to parents;
- Assist with the organisation of school trips and clubs, ensuring all required records and permission slips are available to the organiser;
- Assist in maintaining the school diary, arranging meetings and visits from external agencies and individuals as required;
- Undertake a range of general administrative tasks to support the efficient operation of the school – including word processing, google docs, data entry, photocopying and filing;
- To carry out first aid for pupils (once training has been completed).
- Oversee pupil appointments - including Music, IAMD, and counselling;
- To assist with playground /lunch duties as and when required;
- Assisting staff on outings including weekly swimming;



## KEY RESPONSIBILITIES (CONTINUED)

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To undertake training as necessary;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Prep School Deputy Head and Headmaster.

## PERSON SPECIFICATION

### ESSENTIAL

- An aptitude for the skills needed to perform effectively in the role, including ability to follow written instructions;
- A polite and courteous team player with a friendly and flexible approach to work;
- Passion for delivering a high quality standard of work;
- Willingness to learn on the job;
- A commitment to promoting and safeguarding the welfare of pupils;
- Strong IT and written communication skills.

### DESIRABLE

- Driving license;
- First aid trained;
- Experience of working in a school environment or office



DOVER COLLEGE  
EFFINGHAM CRESCENT  
DOVER  
KENT  
CT17 9RL

T +44 (0) 1304 205969

E [hr@dovercollege.org.uk](mailto:hr@dovercollege.org.uk)

W [dovercollege.org.uk](http://dovercollege.org.uk)



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