



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Administrative Assistant &amp; Reprographics Coordinator</b>
<b>Job Purpose:</b>	To support Administrative functions across Reception and within the Communications Department
<b>Reporting Line:</b>	Senior Administrator
<b>Start Date:</b>	As soon as possible
<b>Tenure:</b>	Permanent, term-time (38 weeks of the year), Monday to Friday: 37.5 hours a week

### Administrative Assistant Key Responsibilities:

- To answer the telephone promptly and professionally
- To field telephone calls appropriately
- To act as front of house for all visitors; welcoming them to the School, offering refreshments, directing them to the relevant people in different areas of the School
- To ensure visitors are signed in and registered at Reception in accordance with Surbiton High School's security measures
- To liaise with other Reception desks to ensure sites are working collaboratively
- To log and distributing personal items to students as and when they require (i.e. temporary uniform measures)
- To assist parents, pupils and staff with ad hoc queries
- To assist with events and any other such functions which take place at the School
- To administer school registers and ensuring the Management Information System (MIS) is kept up-to-date on a daily basis
- To be responsible for ordering stationary and logging it accordingly
- To reissue replacement fobs to students (Years 7-11)
- To provide administrative support to staff as directed by the Senior Administrator

### Reprographics Coordinator Key Responsibilities:

- To be responsible for the smooth running of the Reprographics Office, to plan the reprographic work schedules of the School and be aware of impending work projects, such as admin work and schedules for parents' evenings
- To perform general clerical duties to include but not limited to: photocopying, faxing, mailing and filing
- To liaise with Reprographics companies and suppliers as required
- To organize and liaise with staff to produce internal exam papers
- To help with printing, laminating and binding documents
- To assist teaching staff with ad-hoc reprographic jobs such as producing lesson supplies, printing and putting together event packs
- To ensure that the reprographics machinery and equipment have suitable levels of ink, staples and toners
- To arrange for repair of equipment as required
- To be responsible for the general tidiness of the reprographics room
- Carrying out any such duties as may be reasonably requested



# SURBITON

HIGH SCHOOL

## Person Specification

**The successful candidate will be likely to fit the following profile:**

- Excellent communication skills
- Excellent organisational, administrative and ICT skills
- Extensive knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- The ability to work under pressure in a fast-paced environment
- Strong customer service orientation and skills
- A friendly telephone manner
- High levels of personal and professional integrity
- Ability to create productive working relationships at all levels
- A proactive and flexible approach and able to self-direct
- High levels of discretion and confidentiality and awareness of data protection
- Enthusiastic team player, with strong interpersonal and problem solving skills
- Ambitious and aspirational for oneself and for the school
- Accustomed to working collaboratively within a busy office environment
- Highly flexible, able to multi-task and determination to overcome barriers
- Commitment to personal professional development, and therefore willingness to develop own skills
- Committed to the Surbiton High School's ethos
- Commitment to the personal and educational development of pupils and to an ethos of respect and service



# SURBITON

HIGH SCHOOL

## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**8:00am, Wednesday 29 September 2021**

**Interviews to be held week commencing:**

**4 October 2021**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.*

*For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1495 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



# SURBITON

HIGH SCHOOL

## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*