



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

SCR Reprographics &
Administrative Assistant

Closing Date: Midday,
Wednesday 15th September

Interview Date: Wednesday
22nd/Thursday 23rd September





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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud



tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



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General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Role

The school is seeking to appoint a Senior Common Room (SCR) Reprographics & Administrative Assistant. The post holder will be a member of the team assisting the members of the Senior Common Room (teaching staff) with all facets of administrative support. The team consists of an SCR Administrator and the SCR Reprographics & Administrative Assistant.

A substantial part of the role will be devoted to photocopying, scanning, laminating, binding documents & creating displays. Other duties may include, but not be restricted to:

- Production of Daily Notices
- Administration for Parents Evenings & some other school events / trips
- Ticketing for events such as Carol Service/Concerts
- Annual stationery order & stationery requests
- Typing, labels/badges creation, emailing letters
- Collating survey information
- Monitoring Community Service Organisation (CSO) placement attendance

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Surmaster. This job description may be subject to review in consultation with the post holder.



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Hours of work and reporting line

The role reports to the Surmaster.

The post is offered as a part-time, term-time only position at the School. The working hours are 08:15-12:30, Mon-Fri, term-time only, with the additional working pattern during school holidays:

Last 2 weeks of the summer holiday

1 day each half term, Easter and Christmas holidays

Inset days

There can be some flexibility with hours and out of term-time days, to be agreed with the Surmaster.

The Candidate

The successful candidate is likely to be able to demonstrate/have:

- Demonstrable experience in a similar role
- Calm and efficient nature
- Experience in reprographics (training will be given)
- IT Literacy and competency, including Microsoft Office; Word, Excel and Outlook
- Excellent interpersonal skills
- Ability to work in a team
- Ability to multi-task
- A high level of accuracy and attention to detail
- Initiative and flexibility

Application Process

Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#). This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent no later than Wednesday 15th September at noon. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.



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We anticipate holding interviews on Wednesday 22nd/Thursday 23rd September and we will be in contact with shortlisted candidates by telephone.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).





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Remuneration and other benefits

The salary will be £16,417 per annum.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

There is a wide range of benefits on offer to staff, including a free lunch during term time, free private health insurance and complimentary use of school sports facilities. Head to mcsoxford.org/vacancies to find out more.

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.