



The Duke of York's
Royal Military School

Candidate Information for the role of Business Development Assistant

Required Immediately





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Introduction

In 1801, His Royal Highness Frederick Duke of York laid the foundation stone in Chelsea of what was to become The Duke of York's Royal Military School, a School for the children of military personnel which opened in 1803. Then in 1909, the School relocated to its present site in Dover, Kent and in 2010, we became the first full state boarding academy, opening our doors to any family wishing to choose this unique and iconic School for their child's secondary education.

A £24.9 million refurbishment project in 2014 has delivered a new sports centre, high-quality accommodation and teaching blocks and a performing arts centre.

The Duke of York's Royal Military School has a rich military heritage that provides the backbone of the School; benefitting the ethos, values and learning culture of the School. It is proud to provide a stable, caring and understanding environment for the children of members of the armed forces, but also children from all backgrounds.

*'Looking forward
with confidence
And looking back
with pride'*

Academic Achievement

A non-selective School which consistently performs significantly above the national average. The progress our students make during their time at the School is a significant strength. Supervised prep, Saturday morning lessons, small classes and proactively encouraging each and every student to achieve the very best they can, ensures high academic standards. The School operates to an independent school model; it is busy and dynamic, where Saturday morning school is part of our routine with sport, performance and activities in the afternoon.





The Role

Business Development Assistant

Overview of The Duke of York's Royal Military School

As a vital member of the Business Development Team, the successful candidate will be expected to provide secretarial and administrative assistance to the Assistant Principal (Business Development & Registrar) and the Business Development Team in all work-related matters, as necessary. This is a key position within the School, which will directly support the work of the Assistant Principal (Business Development & Registrar) in providing first-class Business Development for the School.

The Role

The Duke of York's Royal Military School seeks to appoint a Business Development Assistant. Essential qualities needed for success in this role include attention to detail, a strong work ethic, self motivation and a proven ability to deal diplomatically, sensitively and discreetly with information which will often be confidential.





Job Purpose

The post holder will be expected to provide secretarial and administrative assistance to the Assistant Principal (Business Development & Registrar) and the Business Development Team in all work-related matters, as necessary. This is a key position within the School, which will directly support the work of the Assistant Principal (Business Development & Registrar) in providing first-class Business Development for the School.

The Assistant Principal (Business Development & Registrar)'s Business Development Assistant is the first point of contact for a wide range of stakeholders, both internally and externally.

Key Responsibilities

- Provide a highly effective and efficient administration and support service to the Assistant Principal (Business Development & Registrar), maintaining the highest level of confidentiality.
- Serve as the primary point of contact delivering comprehensive administrative support. This includes managing and responding to emails on behalf of the Assistant Principal, prioritising urgent matters, and ensuring timely communication.
- Oversee the Assistant Principal's diary by scheduling meetings, appointments, and events, whilst ensuring all relevant paperwork and materials are prepared in advance.
- Facilitate effective communication between staff, parents, and external stakeholders, ensuring smooth coordination across all parties.
- Screen, filter and prioritise all incoming correspondence, providing the necessary information to assist replies, drafting responses where appropriate and using one's own initiative confidently and assertively.
- Be the first point of contact in co-ordinating internal appointments with the Marketing and Admissions team.
- Organise travel and accommodation.
- Provide cover, as necessary, in the absence of administrative staff and provide support to other departments



Additional Responsibilities

- To attend meetings as instructed by the Assistant Principal (Business Development & Registrar). Minute any meetings where required.
- To attend relevant marketing events, which may occur outside of usual working hours.
- Complete any reasonable requests/tasks made by, and in conjunction with, the Assistant Principal.
- Receive and welcome visitors to the School on behalf of the Assistant Principal (Business Development & Registrar), providing refreshments as required.
- Liaise with staff, parents, students, and members of the community on behalf of the Assistant Principal (Business Development & Registrar).
- Support the Assistant Principal (Business Development & Registrar) with all Business Development -related policies and procedures.

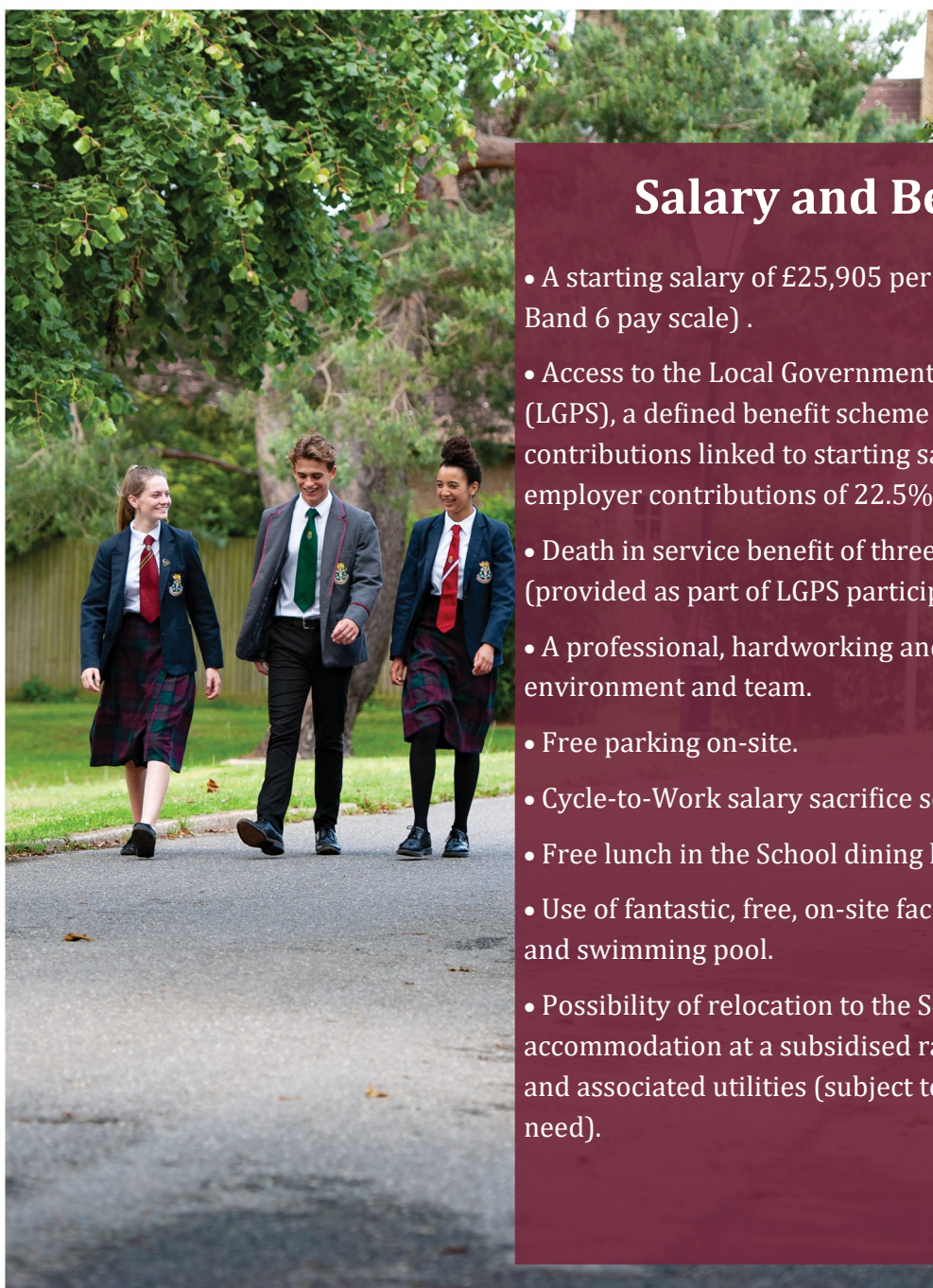
Person Specification



Details about the Post: Business Development Assistant

Title	Business Development Assistant to Assistant Principal (Business Development & Registrar)
Type of Post	Full Time, Permanent Contract (occasional weekend/evening work)
Start Date	Immediately
Salary	Starting at £25,905 (DOYRMS Band 6)
Advert	The Duke of York's Royal Military School seeks to appoint a Business Development Assistant to the Assistant Principal (Business Development & Registrar). We have a rich military heritage that provides the backbone of the School; benefitting the ethos, values and learning culture of the School.
Department	Business Development
Role	To provide secretarial and administrative assistance to the Assistant Principal (Business Development & Registrar) and the Business Development Team in all work-related matters
Hours of Work	37 hours per week, Monday to Thursday 0800-1630 and Friday 0800-1600

Remuneration



Salary and Benefits

- A starting salary of £25,905 per annum (DOYRMS Band 6 pay scale) .
- Access to the Local Government Pension Scheme (LGPS), a defined benefit scheme with employee contributions linked to starting salary of 5.8% and employer contributions of 22.5%.
- Death in service benefit of three times salary (provided as part of LGPS participation).
- A professional, hardworking and supportive environment and team.
- Free parking on-site.
- Cycle-to-Work salary sacrifice scheme.
- Free lunch in the School dining hall during term-time.
- Use of fantastic, free, on-site facilities such as our gym and swimming pool.
- Possibility of relocation to the School, along with accommodation at a subsidised rate of £800 per month and associated utilities (subject to availability and need).



Application Process

The deadline for the receipt of applications is 12:00 on Monday 7 October 2024.

An application form can be downloaded from the School website:

www.doyrms.com/staff-vacancies

In order to apply, candidates should complete their application form and email it to Recruitment@doyrms.com together with a covering letter explaining their reasons for applying and their suitability for the role.

Interviews will take place at The Duke of York's Royal Military School and shortlisted candidates will be contacted to arrange suitable date and time.





The Duke of York's Royal Military School

