

Appointment of

Full time

Term time only + 15 days

School Administrator (Personnel Assistant)

For February 2018



The Godolphin and Latymer School
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Working At Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 112 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of c800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from both of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date, all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and 3 netball courts, which convert into 12 tennis courts during the summer term, all of which are floodlit, and The Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a 4 court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts' centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefitting from the extensive variety of the provision.

So why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your Professional Duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- 5 Participating in meetings at the School which relate to whole-school issues.

Job Description

The Personnel Assistant reports to the Personnel Manager, and to the Bursar overall. The purpose of the role is to provide administrative support for personnel matters in the school, including the appointment and on-going employment of staff, and to ensure lesson cover is in place in the event of teaching staff absence. The responsibilities include:

Personnel Office administration

Absence

- To be responsible for inputting staff absence into iSAMS (teaching staff) and PASS (non-teaching staff) and requesting self-certificate forms, Doctor's notes and appointment letters as appropriate
- To produce attendance reports for the Bursar (non-teaching staff), Senior Teacher, Staff Professional Development (STSPD), and the Head Mistress (teaching staff), and for other departmental heads as appropriate

Non-teaching staff holidays

- To manage the administration of non-teaching staff annual leave

Recruitment

- To assist with all aspects of the recruitment and selection processes, to include;
 - finalising job descriptions and advertisements
 - receiving, compiling and distributing job applications to those short-listing
 - communicating with short-listed candidates and informing unsuccessful applicants
 - taking up and chasing references until returned
 - assisting with the scheduling and organisation of interviews, including room bookings, catering requests etc
 - involvement on interview days, including moving candidates around the school, introductions, setting tasks
 - ensuring that all advertisements are removed as necessary
 - shredding recruitment files after six months

Appointment and employment

- To provide administrative support for the appointment process, including all required documentation for statutory and Safer Recruitment checks on both new and existing staff, volunteers and regular visitors to the School
- To assist with the induction of new staff
- To inform colleagues about new and leaving staff and keeping staff lists (including the fire drill lists) up-to-date
- To be responsible for the day-to-day maintenance of the HR database in PASS, run reports as required
- To provide administrative support for the Bursar, Personnel Manager and Personnel Office, including correspondence for ongoing employment and contractual issues with existing staff, booking courses etc
- To ensure all personnel files and records are accurately maintained and in line with best practice
- To be responsible for the personnel filing, electronic filing and archiving

Teaching staff cover

- In support of the STSPD, to be responsible for organising daily lesson cover for teaching staff that are absent or required elsewhere in the school;

- Monitoring the cover email inbox and cover mobile telephone and updating the STSPD
- Inputting cover requirements and cover staff onto the cover sheet and distributing it
- Recording all absences in iSAMS and running reports as and when required

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

Person Specification

	Essential	Desirable	Method of Assessment
Education / Qualifications	<ul style="list-style-type: none"> GCSE (A to C) in English and Mathematics Educated to A-Level standard 	<ul style="list-style-type: none"> Educated to degree level An HR qualification 	<ul style="list-style-type: none"> Application form Appropriate Certificates References
Experience	<ul style="list-style-type: none"> Experience of a working in a busy administrative role Experience of communicating with a wide range of people 	<ul style="list-style-type: none"> Experience of having worked in an educational environment Experience within HR 	<ul style="list-style-type: none"> Application form References Interview
Skills and Abilities	<ul style="list-style-type: none"> To be able to work with a high level of initiative and be forward thinking To be able to prioritise a wide range of administrative duties To be able to work to tight deadlines To have excellent organisational and time management skills To have excellent interpersonal and communication skills To have a meticulous eye for detail and to always work with a high level of accuracy To have excellent ICT skills 	<ul style="list-style-type: none"> To have used a Management Information System 	<ul style="list-style-type: none"> Application form References Interview
Personal Qualities	<ul style="list-style-type: none"> To be committed to safeguarding and promoting the welfare of pupils To be discreet and confidential To have patience and diplomacy To have a good sense of humour The ability to be flexible, adaptable, resilient, cooperative and determined To be confident and independent To be self-motivated and proactive To be content with carrying out repetitive tasks To always go the extra mile To work well in a team To follow best practice guidelines To be able to set a good example To be willing to undergo training appropriate to the role as required 		<ul style="list-style-type: none"> Application form References Interview
Knowledge and Understanding	<ul style="list-style-type: none"> An understanding and appreciation of the ethos of the school 	<ul style="list-style-type: none"> To appreciate how a school community may function To have undertaken Safeguarding Training 	<ul style="list-style-type: none"> Application form References Interview

The Department

The Personnel Office is part of the Bursar's Office, with the Personnel Manager reporting directly to the Bursar. The Personnel Office is staffed with two colleagues, full time during term time, who oversee the appointment, and ongoing employment, of all staff (teaching, non-teaching, peripatetic and casual) and the required statutory checks for others groups with access to the school site, such as contractors and volunteers.

The Personnel Manager and Personnel Assistant have close working relationships with their colleagues in the Bursar's Office, which is made up of the Bursar, Assistant Bursar, Compliance Officer and our two Finance Assistants, with our newly appointed Finance and Visits Administrator joining the department shortly.

The Personnel Office also work closely with the Senior Team and all other members of the teaching and non-teaching staff, recruitment agencies and all members of the public that come into contact with the school for recruitment purposes.

The School is highly regarded and therefore the Personnel office is a very busy office, dealing with large numbers of applicants for posts of employment. From the start of employment at the school, the Personnel Office is an important source of advice and guidance for all staff and the aim is to offer supportive and confidential assistance to all colleagues.

We pride ourselves on being professional and, at all times, maintaining the high standards we set ourselves.

Salary, Hours and Benefits

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

The hours of work will be 7.45am to 4.45pm Monday to Friday during the term time, including working the complete weeks during which each term starts and ends, and 8.00am to 4.00pm for an additional 15 days each academic year to be worked during the school holidays. This will include working 5 days at the beginning of each summer holiday, 5 days at the end of each summer holiday and the remaining 5 during any of the school holidays over the academic year as appropriate to meet the needs of the department.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission, currently 66% of the basic school fee for a full-time employee; part-time staff are eligible to a reduction a pro-rata basis. The continuance of School fee remission is at the discretion of the Governors.

School Nurse and Doctor on site – the school medical department employs two school nurses and the school doctor is on site for half a day every week.

Enhanced sick and maternity/paternity pay arrangements – the school offers additional support to staff via its sick and family friendly policies.

Membership of the Non Teaching Staff Pension Scheme with employer's contributions up to 12%. Automatic life assurance cover (4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Childcare Voucher Scheme – the School offers staff the opportunity to join the tax advantageous childcare voucher scheme.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Lunches and Refreshments – lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff can use the fitness facilities in the Hampton Sports and Fitness Centre and the school's outdoor sports facilities. There are also two Yoga classes, two Zumba classes and a Rock Climbing session for staff to attend each week during term time free of charge.

Acupressure – for half a day each week, fifteen-minute appointments can be booked by staff with an Acupressure Therapist for arm, neck or shoulder massages, on the school site, free of charge.

Application

Please read this recruitment pack carefully, along with the School's Safeguarding and Recruitment policies, which are available on our website, www.godolphinandlatymer.com.

Applications for this position are being handled by Mrs Monique Cruden, Senior Consultant at Huntress Group, Hammersmith, London, only. Applications for this position will be considered on receipt and interviews may occur at any stage.

For candidates to be formally considered and interviewed for the role, the school will require a fully completed Godolphin & Latymer non-teaching staff application form. CVs alone will not be accepted.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender medical condition or disability.

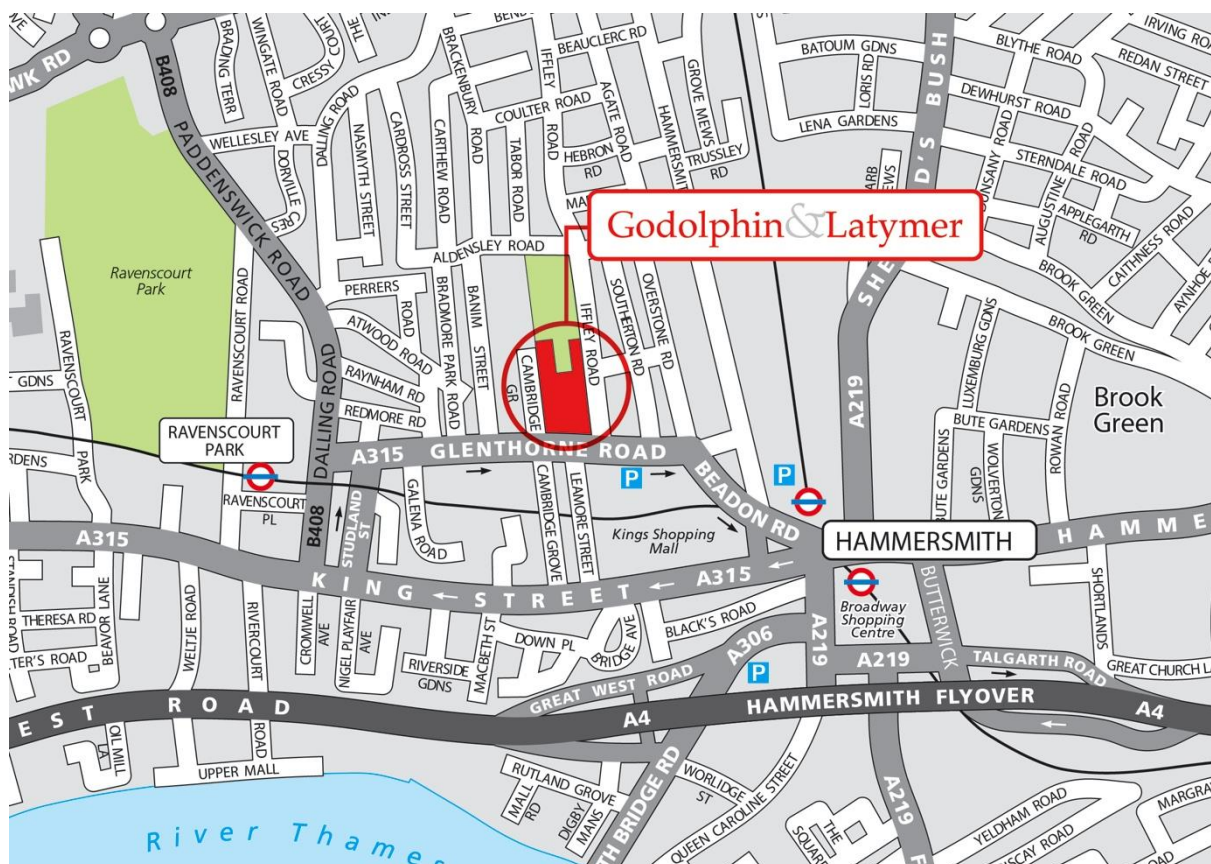
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those as "spent" must be declared. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the 2nd right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There is also a limited amount of pay and display parking in the surrounding streets.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

