



RGS
WORCESTER

RGS Dodderhill School Administrator

Appointment of School Administrator

The RGS Worcester Family of Schools is delighted to invite applicants for the position of School Administrator.

The successful candidate will work as part of the administration team under the direction of the senior lead administrator to provide professional general administrative support across RGS Dodderhill, with a key focus on supporting with the smooth and efficient running of key administrative activity whilst ensuring a first-class service is provided to all parents and students.

Please see the job description and person specification below for more information on this role.

Responsible to: School Business Manager and Senior Lead Administrator

Responsible for: No Direct Reports

Location: RGS Dodderhill, with travel to RGS The Grange, RGS Springfield and RGS Worcester as require

Member of: Administration/Support Team





School Administrator

General Purpose

To be part of the Administration Team to support with the efficient organisation of the school office and day to day life within RGS Dodderhill. To support with registration and induction of all pupils at RGS Dodderhill. The post holder must be well motivated, able to work with their own initiative and, above all, be able to multi-task and cope well with interruptions and differing demands.

Working Conditions

Remuneration - Competitive

Hours - 37.5 hours per week; 8:00am - 4:00pm Monday to Friday, full year, full time post

Probation period - 6 months, which can be extended if deemed necessary

Other Benefits - Competitive pension scheme; School lunches during term time; Fee discount; EAP; Death in service benefit; Private Medical Insurance (Option); Cycle to Work Scheme

Key Tasks and Responsibilities

As a School Administrator, you will assist with:

- Be part of the school Administration Team.
- Develop a sound understanding of day to day organisation of the school.
- Appropriately answer incoming telephone calls to Reception, both internal and external as required.
- Deal with emails and correspondence as required.
- Meet and greet visitors at all levels of seniority and prepare refreshments as required.
- Email and School post communications to parents as required.
- Support the production of the school weekly newsletter and communications to existing parents.
- Support with the production and preparation of Marketing literature and publications.
- Maintain a digital photography library for use in school as required.
- Support with school events and functions.
- Provide administrative general support for school staff as required.
- Assist at Open Days as required.
- Update and maintain the Parent Portal including notifications to parents.
- Follow up unknown pupil absences as required.
- Provide a consistent point of contact for parents throughout their whole school journey from 2-16 years.
- Provide accurate and up to date information in respect of registered pupils to both Head and Business Manager.



Key Tasks and Responsibilities continued

- Work with the Bursary and Head over the administration of scholarship and bursarial awards.
- Assist in the allocation of new pupils to houses and forms.
- Support all aspects of the pupil admissions process including all paperwork and correspondence relating to registration, entrance examinations, assessment and scholarship days, providing an optimum service to prospective parents and pupils.
- Support the admissions and transition process at all relevant stages collaboratively with the Prep School Registrar and Registrar at RGS Worcester.
- Prepare and collate weekly statistics in relations to roll, recruitment and prospective pupil numbers, reporting, analysing and identifying trends and report to Head, Business Manager and other stakeholders as required.
- Work collaboratively as part of the Administration Team to facilitate effective planning for all relevant events such as Open Days, Taster Days, Assessments etc.
- Support with the pupil experience on Entrance Examination/Assessment/ Taster Days.
- Work in collaboration with the Outreach team to ensure a co-ordinated Outreach programme at RGS Dodderhill.
- Develop relationships with feeder schools and target prospective feeder schools including organizing visits between the schools.
- Market key school events to local schools and invite staff and/or pupils from other schools to plays, concerts, fixtures etc.
- Administration support for school staff in general as required.
- As time and the duties above permit, to undertake such other duties, including typing, as agreed from time to time with the Head and School Business Manager.
- Any other duties commensurate with the role.





Person Specification

Competencies

- Strong Communication; both written and verbal - Able to produce effective and persuasive copy to suit the audience and media - **Essential**
- Be able to establish and maintain excellent working relationships with parents, pupils other schools, the media, supplier and other third parties - **Essential**
- Able to develop effective relationships within the School community, with a proactive approach to delivering to time, cost and quality. - **Essential**
- Excellent organisation and reporting skills - **Essential**
- Flexibility – the facility to work flexibly and to encourage others to do the same. Including participation in out of hours meetings and events with relevant groups. To support at all Open Mornings (Saturdays) as appropriate and necessary - **Desirable**

Knowledge and Experience

- Previous experience of working in a similar role - **Desirable**
- Interest in working in the Education Sector - **Desirable**
- Strong IT skills (Excel, Word) - **Essential**
- Prior experience of working with Apple systems - **Desirable**
- Previous experience of working in a team and liaising with all levels of staff - **Essential**

Education

- English and Maths GCSE or equivalent - **Essential**

Behaviours

- Solutions focused, can do attitude - **Essential**
- Clear communicator - **Essential**

September 2023 - Subject to ongoing review

The post holder should be aware that the above job description and specification is not exhaustive. This is a new role to RGS and will require some development over time. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.

RGS Dodderhill

Introduction

RGS Dodderhill is an independent school on the outskirts of Droitwich Spa, Worcestershire, with 180 plus pupils between the ages of 2 – 16 years. Admissions in recent years have been strong with growing numbers joining the School at Nursery, Prep and Senior levels. RGS Dodderhill is part of the RGS Family of Schools, with RGS Worcester being a fully co-educational senior school in Worcester; and two Preparatory Schools - RGS The Grange (two miles north of Worcester City Centre in the village of Claines), and RGS Springfield (a two minute walk from RGS Worcester in Britannia Square).

History

Dodderhill School was founded in 1945 as the senior girls' school of Whitford Hall, a well-established prep school located in Bromsgrove. In 1999, Whitford Hall moved to the village of Dodderhill and was known as 'Whitford Hall and Dodderhill School' until 2006. It was then Dodderhill Independent School for Girls. On 30 April 2019, Dodderhill School merged with the RGS Worcester Family of Schools, and is now known as RGS Dodderhill. In September 2021, RGS Dodderhill Prep School became co-educational, whilst the Senior School remains girls from 11 to 16, years with many of the girls then progressing to the Sixth Form at RGS Worcester.

Facilities

Set within seven acres, the School has superb facilities onsite with first class Music facilities, a Sports hall which is also a Drama and Performance space and specialist Art, Textiles, Food Technology, IT facilities, an Astroturf and extensive grounds. All classrooms are equipped with IT facilities and each member of staff has the use of a laptop computer and iPad. In addition, as a member of the RGS Family of Schools, RGS Dodderhill has access to 50 acres of grounds at RGS The Grange as well as the Worcester International Hockey Centre, which RGS shares via a joint venture arrangement with Worcester Hockey Club.

RGS Dodderhill is supported by an extensive transport network of minibuses which includes a shuttle from Droitwich Spa train station.





Process of Application - Closing Date: 2 October 2023

All candidates are required to apply via the TES online application form (no CVs will be accepted). Early application is actively encouraged. Suitable candidates may be called for interview early and we reserve the right to close the position at any time.

The salary for this post is dependent on skills and experience. In addition RGS has excellent benefits including a lunch provided during term time, pension scheme, employment assistance programme, private health insurance, cycle scheme and fee remission.

We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

RGS Worcester is part of a family of schools providing education that is supportive, challenging and inspiring. RGS Worcester is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment.

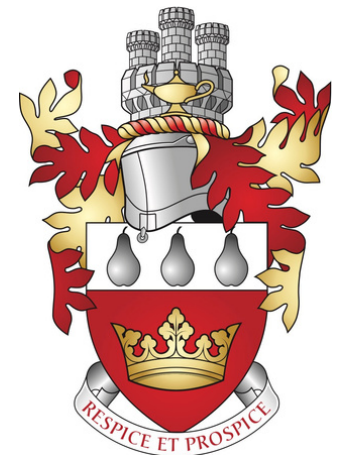
Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

The Governors of RGS Worcester are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No. 112064

'Welcoming, unaffected and academically on the up and up, while still valuing the breadth of opportunities outside the classroom.'

- The Good Schools Guide



How to find us

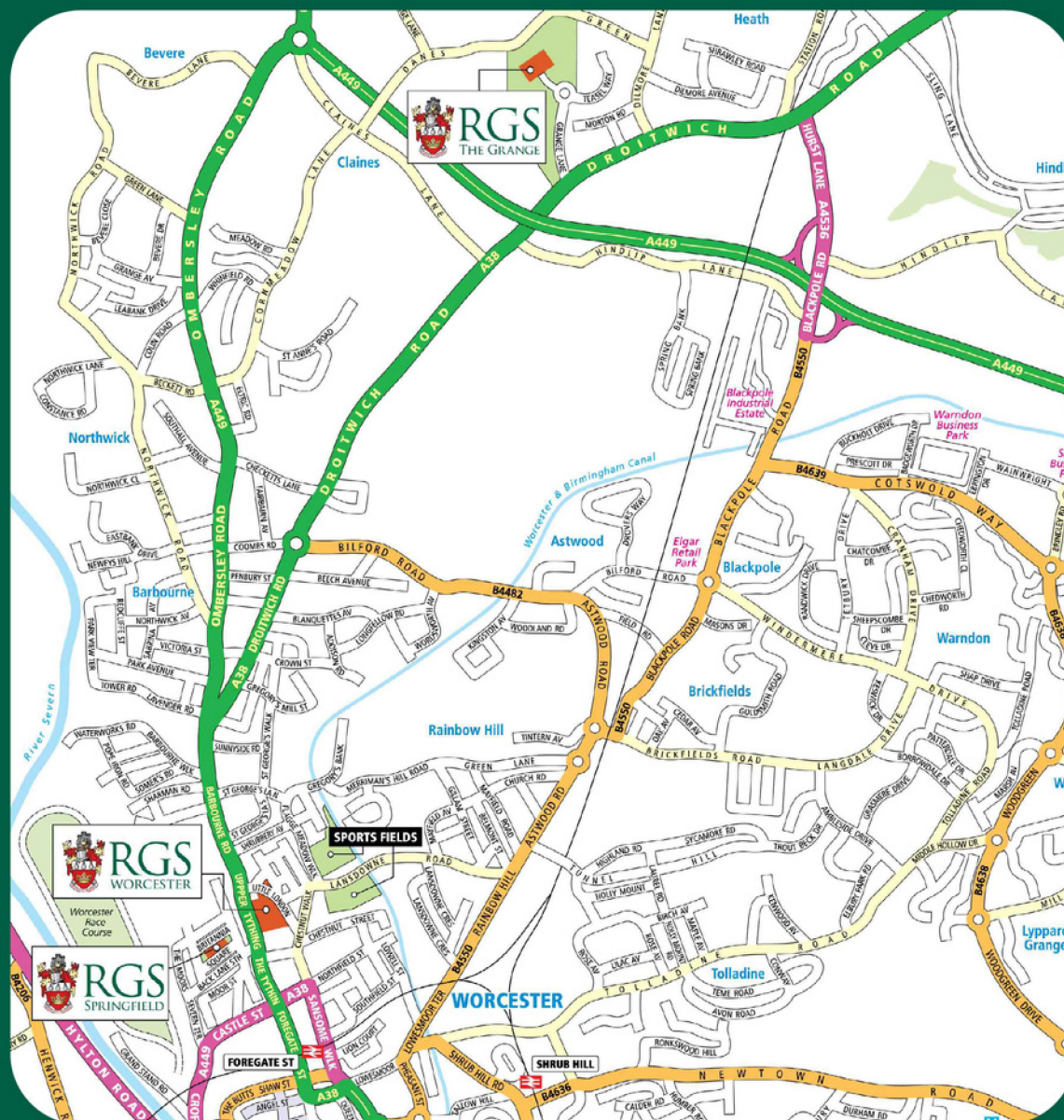
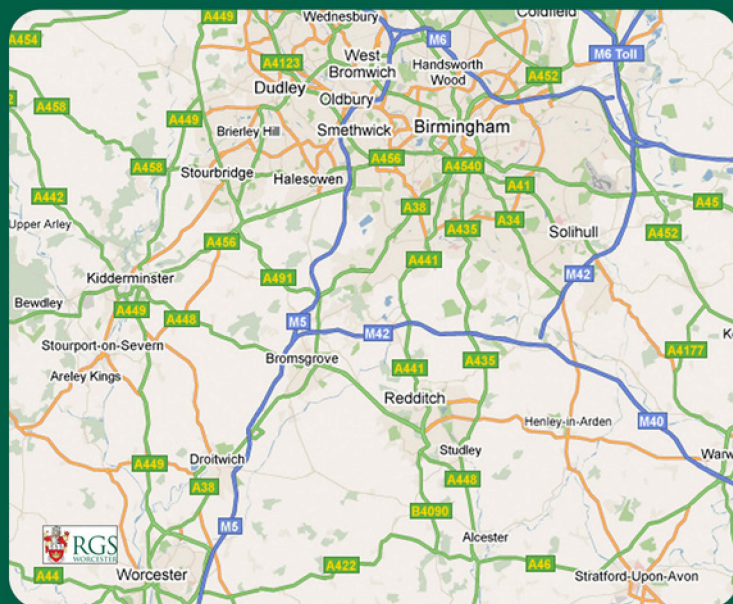
By Road:

The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection until you reach a roundabout. Take the second exit into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. The entrance to RGS Worcester is on the left after the Little London turning.

By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.

Exit the station and turn right. Keep to the right hand side pavement and follow the road out of Worcester for 5 minutes. RGS Worcester will be on your right hand side.



RGS Worcester | RGS The Grange | RGS Springfield | RGS Dodderhill

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