SURBITON

HIGH SCHOOL

Job Description

Job Title:	**Administrative Assistant**
School:	Surbiton High Boys' Preparatory School
Job Purpose:	To provide administrative assistance to the staff predominantly at the Boys' Preparatory School
Reporting Line:	Head of the Boys' Preparatory School; PA to the Head of Surbiton High Boys' Preparatory School and Head of Boys' Preparatory School Administration
Start Date:	ASAP
Tenure:	Permanent, 38 weeks of the year (term-time plus 2 weeks), Monday to Friday: 42.5 hours a week
Salary:	Competitive

Key Responsibilities:

- General administrative support to staff members
- Supporting staff, pupils and parents with regard to the day-to-day functions of the Prep School
- Timely response to phone calls and emails whilst taking the relevant action as appropriate
- Ensuring visitors are admitted under our safeguarding guidelines
- Managing an effective paper and electronic filing system to include archiving and destruction of records following GDPR guidelines
- Typing of letters, file notes, minute taking etc.
- Processing pupil absences
- Arranging catering and refreshments when required
- Liaising with staff regarding whole school events eg Open Events, Productions, Sports Day, Prize Giving, Parent Evenings ensuring all aspects of the event are planned and executed
- Sorting and distributing mail
- General help during school events
- Assisting with pupil first aid and welfare, including completion of relevant paperwork and keeping accurate records
- Overseeing arrangements for school trips and events including the collation and distribution of necessary paperwork to relevant staff
- Maintaining resources using the ordering system, keeping accurate records
- Undertaking general financial administration including EYFS Funding
- Collating and producing information to be included in our Newsletter
- Liaising between staff, ensuring all communications sent are accurate and appropriate
- Liaising with Admissions and colleagues regarding prospective pupils and their needs
- Ensuring all HR/Finance documentation for cover/co-curricular staffing is submitted on time
- Undertaking all other duties as the Head/Head's PA may reasonably direct
- Liaise with Departments i.e. Transport Coordinator to ensure the wellbeing of our pupils

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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
- Previous office/administrative experience, ideally in an educational setting
- 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 presentation
- High levels of personal and professional integrity
- Enthusiasm for education
- Excellent organisational skills
- Self-motivation
- Ability to create productive working relationships at all levels
- High levels of discretion and confidentiality and awareness of data protection
- Enthusiastic team player, with strong interpersonal and problem solving skills
- 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
- Commitment to the personal and educational development of pupils and to an ethos of respect and service
- Positive rapport and personal warmth to gain the confidence of pupils, staff and parents

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To Apply

Please apply online by clicking on the following link:
https://unitedlearning.current-vacancies.com/Jobs/Advert/1376202?cid=1567

Closing date for Applications:	**8:00am, Wednesday 19 September 2018**
Interviews to be held week commencing:	**24 September 2018**

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

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 1610 pupils aged between 4 and 18. Our Prep 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

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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
The best in everyone™

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.