

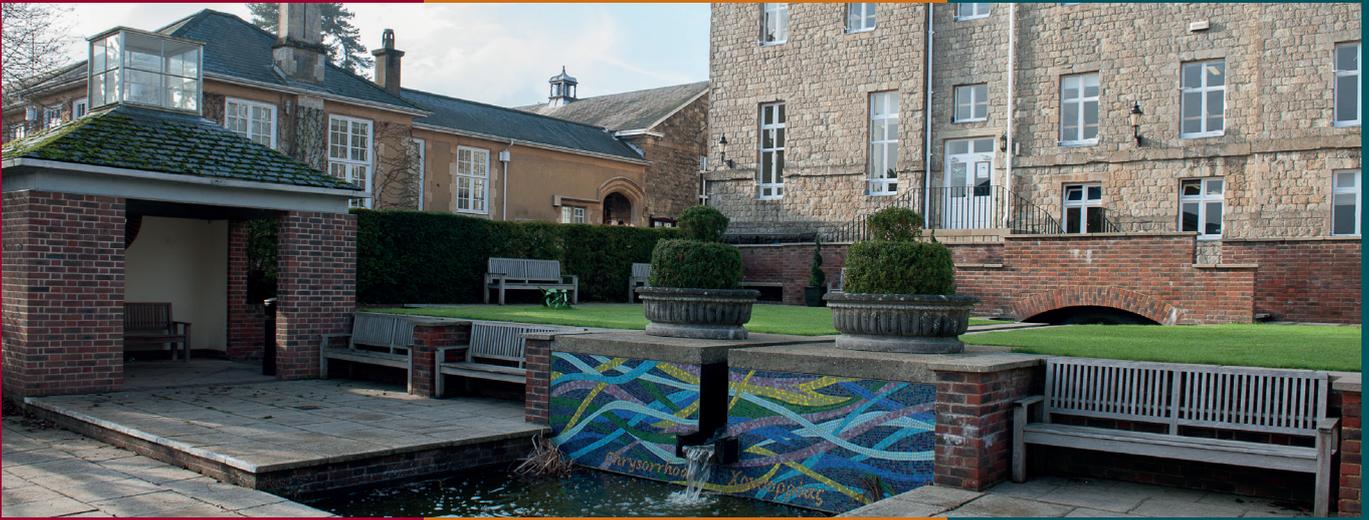
SEVENOAKS SCHOOL

JOB DESCRIPTION



Brief for the position of School Administrator





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 40.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 92% A* or A grades, and 73% A*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the

English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at:

www.sevenoaksschool.org

The Role

The school runs over sixty residential trips within the UK and as far afield as Dominica, Cambodia and Morocco and around 150 day trips which greatly add to the educational experience of pupils. This is a new post which will have the primary role of ensuring the smooth running of trips by supporting trip leaders, also liaising with the Co-Curriculum Deputy Head (who oversees all school trips) and the Deputy Heads' Assistant, who currently acts as the Educational Visits Co-ordinator. They will do this largely by providing invaluable administrative support for those trips not currently managed by the Modern Languages Secretary or PE Administrator. There will also be opportunities to assist in other administrative areas of the school as time permits. The role will therefore be varied, and bring the successful candidate in contact with a large cross-section of the staff.

The role will report to the Manager of the school's main office.



Responsibilities include:

Trip Management

The precise tasks for each trip will vary, depending on whether it is a day or residential trip and whether it is being organised through a company or independently by the school.

Possible tasks include:

- Overseeing communications with parents and students e.g. providing information about trips, confirming places etc.
- Processing applications, collating copies of passports and accurately inputting data as required by airlines and travel agencies.
- Managing travel needs e.g. VISAs, List of Travellers using the British Council visa waiver for all non-EU passport holders if travelling within the EU, APIS list for airlines.
- Booking transport, accommodation, mobile phones, first aid kits.
- Ordering currency.
- Collating medical details for trip leaders to discuss with the senior nurse, thus ensuring that the trip leader has the correct information, all key issues have been discussed and a suitable first aid kit is provided.
- Provide the trip leader with a file with copies of all

necessary documentation.

- Co-ordinate the management of the trip documentation so that the school has assurance that confidential data has been appropriately destroyed once the trip has been completed.
- Recording all trips in the school's electronic trip management system.

General administration

The school fosters a collaborative, supportive and collegiate approach in all areas of work. The successful applicant will be part of the main office and wider administration team, and as such will be expected to provide a level of general support and cover for busy or absent colleagues as required. In addition to this, as most of the administration for trips will take place during term time, the successful applicant will also provide administrative support to colleagues in other support teams e.g. Personnel, in the school half-terms and holidays.

The Person - Qualities / Skills

The successful candidate will enjoy working with others and will have excellent interpersonal skills. They will be a very strong communicator, in writing, by phone and in person, used to dealing with a variety of individuals.

They will need to be confident in the use of spreadsheets (Excel) and information management systems with the ability to maintain accuracy even when workload is high.



Proven ability in planning and prioritising individual workload is essential.

Working Hours

It is envisaged that for the right candidate this will be a full time, all year round post, working 40 hours per week.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is 28 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. It is also expected that holiday will be taken during the school holidays.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous

employers for a reference request on your behalf.

Salary

The salary for this role will be circa £23,500 p.a. depending on the skills and experience of the successful candidate.

Child Protection

Any job offer will be made subject to a number of required checks including right to work in the UK, fitness for the role (the successful candidate must obtain a medical report from their GP), satisfactory references, DBS etc. (see below).

Under the Protection of Children Act 1999, as amended, employment at Sevenoaks School is classified as a regulated position and exempt from the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure Certificate, satisfactory to the school, will be obtained from the Disclosure and Barring Service before the successful applicant is permitted to start work.

The post-holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Deputy Head (Pastoral).



Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

How to apply

To apply please visit the school's website, <https://www.sevenoaksschool.org/support-vacancies/> to complete an online application form.

Sevenoaks School is 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.

September 2017

