



**SHERFIELD**  
SCHOOL

## **APPLICANT INFORMATION PACK**

### **ADMINISTRATIVE ASSISTANT (ROLE 2)**



Dear Candidate,

**Administrative Assistant**

Thank you for your inquiry about the above role at Sherfield School.

Sherfield School is an outstanding independent co-educational boarding and day school in the heart of rural Hampshire. It is steeped in history, which can be traced back to the twelfth century. Sherfield Manor became a school in 1947 and became part of the GEMS international family of schools in 2004.

We offer a rich education designed to allow our pupils to flourish in a rapidly changing and challenging 21<sup>st</sup> Century world.

As part of the GEMS organisation, with links to 85 schools around the world, we enjoy the benefits of being part of one of the world's leading education providers whilst retaining the ambience of an English country public school. Our staff have a range of professional backgrounds; from experienced teachers within the independent sector and high performing academies to the best new teachers from university. Great teachers inspire great pupils. Central to our aim is developing global citizens which is greatly enhanced by being a key member of the GEMS family of schools with worldwide networks. GEMS pay close attention to training and supporting new and experienced educators and support staff. A career within education is very rewarding when you have the right support and opportunities to develop.

GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

I look forward to receiving your application. In the meantime if you have any queries about the position please contact Sally Holmes, [s.holmes@sherfieldschool.co.uk](mailto:s.holmes@sherfieldschool.co.uk)

Yours sincerely,



Chris James-Roll  
**Acting Head Master**



# SHERFIELD SCHOOL

## **ADMINISTRATIVE ASSISTANT – Role 2**

**To commence as soon as possible**

Salary: £24,174 - £27,668 per annum FTE (depending on experience and qualifications)

We are seeking to appoint an Administrative Assistant to support the day to day administration of the School office as directed by the Office Manager. The successful candidate will be able to work independently and as part of a team with excellent organisation and communication skills.

You will need to be a confident user of IT including Word, Excel and Outlook and have a good standard of education to include Maths and English at GCSE level (grade A\*-C minimum or equivalent). Experience of using SIMS (Schools Information Management System) or similar package would be an advantage

If you have the following skills and experience, we would like to hear from you:

- Previous experience of database and telephone systems;
- Previous experience working in a busy, customer focused environment;
- Intermediate to advanced level in MS Word and Excel.

The successful applicant will join our team of talented, committed and diligent support staff, all of whom are aligned in their passion for ensuring that all pupils receive a high quality education and leave us as well qualified and well-rounded young adults.

The post-holder will be undertaking various administration tasks including but not limited to; assisting with the inputting of data into SIMS, providing support with sales and marketing, working with the Examinations Officer, supporting the process for internal and public examinations and assisting with the administration for whole school as directed by the Office Manager.

This is a permanent full time post, working 40 hours per week, Monday to Friday on a rota basis, covering the hours between 7.45am and 5.00pm. We offer a competitive salary and a fantastic working and learning environment.

The successful candidate will be expected to work flexibly, covering for other members of the administration team in their absence and taking part in other school events. Benefits include:

- 25 days' annual leave plus public holidays (pro-rata'd if part time);
- Contributory Pension Scheme;
- In-house training;
- Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.



# SHERFIELD SCHOOL

Full details of the post and an application form may be obtained from the Sherfield School website.

**All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter of no more than 500 words.**

To apply, please send your letter and Sherfield application form via post to: Sally Holmes, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU **OR** electronically via e-mail: [s.holmes@sherfieldschool.co.uk](mailto:s.holmes@sherfieldschool.co.uk)

Applications will be considered on receipt and an appointment may be made before the closing date. Therefore, it is recommended that if you wish to apply for this position you do so as soon as possible.

**Closing Date for Applications:** 25 July 2018

Interviews will be held shortly afterwards.

GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.



## Job Profile: Administrative Assistant

<b>JOB TITLE:</b>	Administrative Assistant	<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Office Manager	<b>LOCATION:</b>	Sherfield School

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**Hours:** 40 hours per week, covering 7.45am–5.00pm, Monday to Friday on a rota basis, 30 minute unpaid lunch break

**Terms:** Permanent full time, all year role, 25 days' annual leave plus bank holidays (to be taken during the school holidays), pro rata'd if part time.

**Salary range:** NJC Pay Range\* 27-31 £24,174 - £27,668 FTE (depending on experience and qualifications)  
*\*The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

**Benefits:** Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;  
Contributory Pension Scheme;  
In-house training;  
Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

### PURPOSE OF THE JOB

The post-holder will be working as part of the administration team for whole school with focus on the following areas:

- The school's marketing on an operational basis and act as a school contact for all marketing/sales enquiries from staff and external companies and individuals.
- Administration of internal and public exams for whole school, supporting the Examinations Officer.

*This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. These responsibilities will be subject to review every academic year and may be changed by the Headteacher to reflect or anticipate changes in the job.*

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## 1. ORGANISATION CONTEXT

Headteacher  
Deputy Headteacher  
HR Officer  
Office Manager

## **2. PRINCIPAL ACCOUNTABILITIES**

### **General**

- Be a team member providing support for the best pupil/parent experience;
- Respond to telephone and email enquiries from prospective families, teachers and advisers independently and in a timely and professional manner;
- Answer general correspondence and assist with filing, photocopying and shredding;
- As a member of the administrative team provide excellent customer service for pupils, parents and colleagues;
- Take part in performance management/appraisal cycles;
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils;
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school;
- To participate in staff programmes for training, in particular safeguarding and Health and Safety;
- Share in the corporate responsibility for the well-being and discipline of pupils;
- Promote the good work of the school in the wider community;
- To provide First Aid support to pupils and staff in the absence of the School Nurses;
- Any reasonable request by the Headteacher/SLT/Line Manager.

### **Marketing**

- Assist the Marketing Consultant with marketing campaigns for the school;
- Communicate as instructed with external press companies to publish school events or news stories;
- Assist with the updating of social media platforms and help produce engaging content;
- Help with the production of marketing materials for whole school and internal events.

### **Sales**

- Update the global agent database in order to reach maximum recruitment numbers from overseas families;
- Support the implementation of a student recruitment campaign for the international market;
- With Head of Admissions, organise, maintain and report on all information related to international agent activity and enrolment;
- Support agents with information for interested parents regarding educational options for their children. Explain all admission procedures and fee structures, and provide assistance to ensure all paperwork is completed effectively;
- Assist with the development of correspondence, printed materials and operational reports related to the recruitment of international students;
- With Head of Admissions, prepare statistical reports and other relevant information for senior leadership team;
- Be prepared to work flexibly, outside of the working day, when required for events, Open Evenings etc.

### **Exams**

- In liaison with SLT, and working with the Examinations Officer supporting the efficient and effective administration and conduct of internal and public examinations for Years 7

and above. This will include liaising with Awarding Bodies and departments, assisting with the compliance in all areas of exam regulations by staff and pupils, and helping where required the collation and processing of information required by Awarding Bodies including applications for special consideration, access arrangements and enquiries about results.

- Being familiar with all the JCQ and awarding body documentation;
- Support the Examinations Officer in their liaison with Subject Leaders and Heads of Department regarding all examination entries and the timetable by which entries must be made. Maintain an up to date list showing examination boards, syllabuses, relevant subject codes etc. for all subjects;
- Being aware of awarding body deadlines and supporting the Examinations Officer with regards to submission of entries, estimated entries, estimated grades etc. are completed by the prescribed cut-off dates;
- Assist with the dissemination of information to Heads of Department/Faculty concerning submission of any school based controlled assessment results and samples of work for moderation;
- Assist with the maintenance of a central record/copy of controlled assessments marks submitted directly by subject staff;
- Use of the SIMS Examinations module to assist with entering pupils for examinations, supporting the examinations process and to access results;
- Help to organise the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and pupils;
- Produce and distribute pupil timetables for public and internal examinations;
- Assist the Examinations Officer to receive, check and distribute examination entry statements to pupils, making and submitting any amended entries to the awarding bodies;
- Maintain accurate records of all examinations, including seating plans and registers;
- Work with the Examinations Officer and assist with all entry fees levied from pupils updating the Finance Department as required;
- Working with the Examinations Officer, receive and distribute all results to pupils, SLT and Heads of Department/Faculty;
- Receive and process requests for remarks, receipt of scripts and appeals against results, liaising, as required, with the Examinations Officer and Finance Department as required.

### **Administration**

- Be a part of the administrative team providing support for excellent customer / pupil experience;
- Respond to telephone and email enquiries from prospective families, teachers and advisers independently and in a timely and professional manner;
- Distribute prospectus and other promotional material;
- Supporting the administrative team, answering general correspondence and assisting with filing and shredding to ensure excellent customer service;
- Assist with the booking of meeting rooms and communal areas, including meeting and greeting guests and arranging refreshments and equipment;
- Assist with uploading of news stories and other information on to the school's website;
- To ensure that incoming and internal post is distributed on a daily basis;
- To assist with reprographics support for the whole school.

### **3. SKILLS AND ATTRIBUTES**

#### **Experience, Qualifications and Knowledge**

- Degree preferred, ideally in marketing or similar, or relevant industry experience;
- Delivering marketing plans and campaigns;
- Managing and developing relationships with the media and third party press companies;
- Working with advertisers;
- Production of content for multiple social media platforms;
- Customer Relationship Management and Student Management systems;
- Previous experience, knowledge and understanding of an educational setting is beneficial;
- Previous experience, knowledge and understanding of public examinations is desirable;
- Experience in a customer-focused role is highly desirable;
- Use of Microsoft Office essential (particularly Word and Excel);
- Experience of using SIMS database would be beneficial (although training will be provided).

#### **Personal Attributes and Skills**

- Effective administrative skills, including the ability to organise and prioritise own workload in order to meet tight deadlines, whilst maintaining a high degree of accuracy;
- The ability to work as part of a team and also independently;
- The ability to multi-task, and cope with peaks of demand;
- Solid time management skills;
- Excellent oral, written and IT communication skills;
- Ability to work confidently with a range of people, both within the School and externally;
- Professional telephone manner;
- Flexibility at all times;
- A desire to continue to learn and develop;
- Self-motivated, high energy and pro-active with a 'can-do' attitude;
- Tact, diplomacy and confidentiality at all times;
- Excellent interpersonal skills.

*June 2018*



## PERSON SPECIFICATION

### Skills and knowledge

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Excellent written and verbal communication skills.	Essential
Project management	Essential
Good interpersonal and team working skills.	Essential
Problem solving skills.	Essential
Customer Relationship Management and Student Management systems	Essential
Brand development and management	Essential
Managing and developing relationships with the media and third party press companies	Essential

### Qualifications/Attainment

Degree preferred, ideally in marketing or similar, or relevant industry experience	Essential
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### Experience

Developing and delivering marketing plans and campaigns	Essential
Managing organising corporate events, conference etc.	Desirable
Developing successful student recruitment campaigns, ideally in the international market	Essential
Working with advertisers	Essential
Managing and producing content for multiple social media platforms	Essential
Experience of working with public examinations	Desirable

### Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to pupils.	Essential
An enthusiastic and professional attitude and commitment to learning new skills.	Essential
Discreet and able to deal with confidential information.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
An understanding of safeguarding within an educational setting.	Desirable