



RECRUITMENT INFORMATION PACK

SCHOOL OFFICE
ADMINISTRATOR
(PASTORAL)

Location: Holt, North Norfolk, UK

Required for: At the earliest opportunity

Contract: Part-Time 32.5 hours /Term-Time + 5 weeks + INSET & Induction days

Gresham's 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.



GRESHAM'S
ESTD 1555



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 900+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N : S C H O O L O F F I C E A D M I N I S T R A T O R (P A S T O R A L)

An exciting opportunity is available for an experienced administrator to join the senior school office administration team.

T H E R O L E

We currently have an exciting opportunity for a super organised individual to join the senior school administration team. The successful candidate will provide both secretarial and administration support to the wider pastoral team and have a good understanding of safeguarding requirements.

The ideal candidate will need to possess a strong work experience background in administration, be customer friendly, diligent, with an eye for detail and a can-do attitude. Previous experience of working in a busy office/school office environment would be considered an advantage.

A I M O F T H E P O S T

To provide complete administrative and secretarial support to the Deputy Head (Pastoral), Director of Pastoral Care and the wider pastoral team. Coordinate and manage Outlook calendars, arranging appointments for pupils, parents and staff. Input teaching timetable and key dates from the termly calendar into Outlook calendar

The post holder will be an integral part of the senior school office administration team.

GENERAL DUTIES :

The following examples indicate the possible range of duties performed and/or managed by the job holder, some aspects of which will rely on work done by others and some on own caseload activity. More often than not, individual outcomes will be achieved as a result of a mixture of delegated work, teamwork, own work and a seamless process linking the three.

- Identify dates for meetings chaired by DHP and DoPC and submit them for entry into the termly School calendar.
- Ensure SLT cover and weekday detention rotas are maintained.
- Act as a minute secretary to the following internal meetings: HSMS, Welfare, Safeguarding Steering, Matrons, and any other ad hoc meetings as requested, including booking venues, refreshments, coordinating the agenda, taking accurate minutes and ensuring action points are followed up.
- Liaise closely with Headmaster's PA, PA to Deputy Head Academic and School Secretary and communicate with the Prep and Pre-Prep School PA and secretarial staff.
- Plan, arrange and coordinate a variety of pupil centred activities such as: HPV and Men C vaccinations - Arrange date with NHS Immunisation team, write to parents with details and consent form, collate returned forms, organise schedule for vaccinations and communicate arrangements with staff and HSMS and liaise with Health Centre. School and House photographs - liaise with external supplier to arrange dates and schedule ensuring there is no clash with other School events. Inform staff of arrangements. Write to parents with purchasing details.
- Contribute to the organisation of and attend key events such as: INSET, days, beginning and end of term, Induction Day (the Sunday before the start of the new academic year), Welcome Day, Speech Day, Carol Services etc working with other administration staff.
- Database – ensure that all sanctions and bullying incidents are recorded on the database and relevant documents, i.e. Investigation/Disciplinary meeting notes and letters to parents are added to pupil records so that information is up-to-date and can be accessed and retrieved quickly when required.
- National College, My School Portal, SharePoint – key administrator. Keep training up to date.
- Oversee, maintain and update the Pastoral Handbook, coordinate with various members of staff to ensure their area is up-to-date and make any necessary changes.
- Senior School Pupil Handbook and Prefects' Booklets – update on an annual basis.
- Maintain Safeguarding Training Records.
- Ensure relevant section of the website are updated e.g. term dates, uniform lists
- Maintain a good current working knowledge of Gresham's activities over the year.
- Request Safeguarding records from new pupils' previous schools.
- Manage and edit Leavers Book
- Track Tier 4 visa pupils
- To be completely familiar with and to adhere at all times to the School's Safeguarding and Data Protection Policies and Procedures.
- On occasions, support the wider school office team on reception with holiday cover
- Any other reasonable request to assist in continuity of the operational running of the School

The position gives the regular opportunity for contact with children and young people and is therefore classed as a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
A Level or equivalent standard of education	✓	
IT literacy to NVQ 3 or equivalent	✓	
P R O F E S S I O N A L E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
A similar position working in a busy professional environment	✓	
Excellent interpersonal and management skills at all levels	✓	
Good word processing and database skills	✓	
Experience of working with one or more senior managers	✓	
Excellent attention to detail	✓	
Professional appearance and manner	✓	
Ability to multitask	✓	
An excellent telephone manner	✓	
Able to manage and organise administration projects on own initiative	✓	
Experience dealing with difficult situations	✓	
Proven ability to prioritise/organise own workload	✓	
The ability to handle confidential material discretely	✓	
Calm, 'can do' attitude	✓	
Creative problem solver	✓	
Excellent working knowledge of IT with experience of using Word, Excel, Internet and Email	✓	
Experience of working with children and/or young people		✓
A pleasant, outgoing and energetic personality with a good sense of humour	✓	
Keen team player	✓	
Interested in the 'bigger picture' of Gresham's	✓	

REMUNERATION AND OTHER BENEFITS

SALARY

£18,466.50

WORKING HOURS

Part Time

Term -Time (33 weeks) + 5 weeks (25 days), 5 x INSET days and Sunday Induction day before the start of the new academic year.

32.5 hours per week Term Time (Monday – Friday 9:00am – 4:00pm inclusive of ½ hour unpaid lunch break)

30 hours outside of term

45 hours (INSET & Induction) plus paid statutory holiday

The expectation would be that at least 7 days are worked leading up to the start of the academic year as well as the INSET days that would be scheduled for that time of year.

BENEFITS

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Medical Scheme (contributory)
- Free school lunch during term-time when working
- Car parking on site
- Life Assurance
- Salary Sacrifice schemes for pension contributions and cycle to work
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

PERSONAL DETAILS

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUAL OPPORTUNITIES MONITORING FORM

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- a UK Birth certificate
- passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS).

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place;
- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;

- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Online Safeguarding Training via National Online Safety

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2022 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

W A R N I N G

Where the below information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com

HOW TO APPLY

SCHOOL OFFICE ADMINISTRATOR (PASTORAL)

If you would like to apply for the position of School Office Administrator (Pastoral), you will need to complete an application form.

Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, **however** this must not be submitted in place of the application form
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'STATEMENT OF QUALITIES/ATTRIBUTES'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview. Please note: unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be returned to, applications@greshams.com or by post to:

Gresham's School
HR Department
Cromer Road
Holt, Norfolk
NR25 6EA

Please submit your application by **the closing date of 4th August 2024**. If your application is submitted after this time, we will not be able to accept it. Interview date to be confirmed.

Required for: At the earliest opportunity

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

Registered Charity No: 1105500