



SENIOR SCHOOL OFFICE LEAD & PA TO THE SLT
Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school. It has recently been inspected by ISI and has achieved two 'excellent' judgements in pupil academic achievement and pupil personal development.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS

Principal





The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

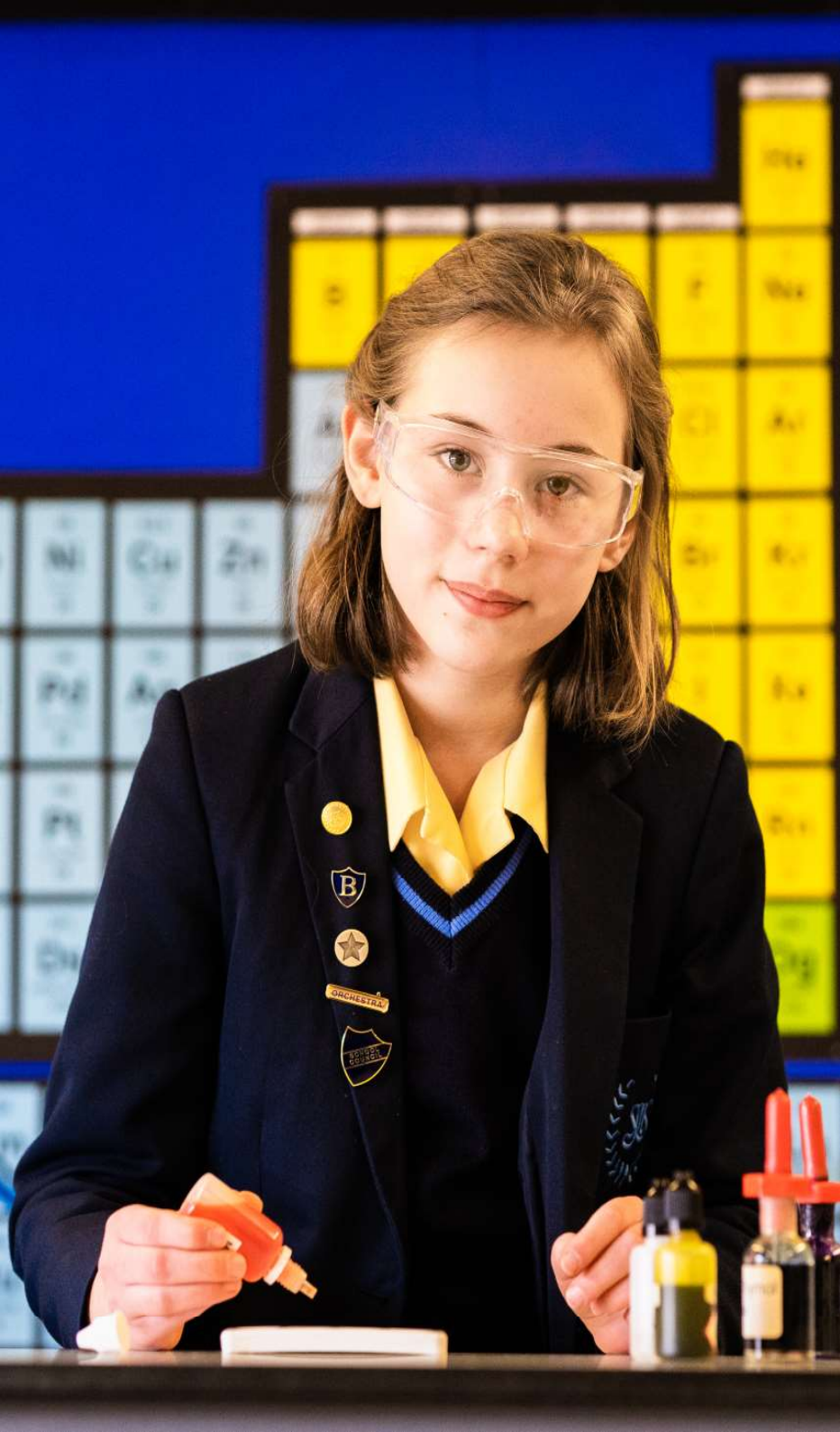
The Lower School was ranked as the 12th highest performing Preparatory School in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School we see fantastic GCSE results each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title:	Senior School Office Lead & PA to the SLT
Reporting to:	Principal
Line management responsibility:	Senior School Pupil Administrator
Hours:	Full-time (40 hours per week), term time (36 weeks) plus an additional 20 days during school holiday periods (0.88 FTE)
Salary:	£30,000 (FTE)
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Discounted gym membership Employee Assistance Programme Benenden Healthcare (optional) Bike2Work Scheme

Job Purpose

The aim of this position is to provide high-quality administrative support to the Principal and Senior School SLT as well as multiple other stakeholders and ensure the efficient running of the Senior School office. The duties of this post can be broadly allocated to the following areas: PA Support for the Senior School SLT, Senior Administration and School Administration, although there will also be an element of more general administration to ensure the smooth running of the rhythms of life at a busy educational establishment.

Role Overview

We would welcome applications from those who believe they can demonstrate all of the following skills and attributes:

- A warm, approachable manner and excellent people skill.
- The ability to build excellent working relationships and to work with a wide range of people.
- The ability to be comfortable and confident working with autonomy whilst also being a strong team player, holding a role central to the smooth-running of the school.
- Patience, an even temper and an ability to cope well with periods of pressure.
- Excellent IT skills, including a thorough working knowledge of Microsoft Office packages, in particular Outlook, Word and Excel.

- A very high level of personal organisation and a proven ability to prioritise work in order to get a variety of different tasks completed by the required deadline.
- A very high level of accuracy and a meticulous attention to detail.
- A high level of literacy, accurate spelling and the ability to communicate clearly and articulately in writing and orally.
- A high level of reliability, dependability and personal and professional commitment.
- An aptitude for forward planning, anticipation and thinking ahead.
- A good eye for style, layout and presentation of documents.
- Flexibility of mind and the willingness to turn one's hand to whatever needs doing.
- Discretion and the ability to handle confidential information.
- Ability to prioritise.
- The ability to cope with the unexpected.

PA to the Senior School SLT

- Undertake secretarial and administrative duties relating to all aspects of the work of the Senior School SLT and be the first point of contact for them.
- Manage the Senior School SLT's diaries and other practical arrangements, such as occasional travel arrangements and preparing papers ahead of meetings.
- Minute regular senior staff meetings, and other meetings for the Senior School SLT when required, e.g. SLT meetings, staff meetings, parent meetings etc.
- Collate key dates, including staff events and key functions, in the Senior School SLT's diaries.
- Receive and welcome visitors to the members of the Senior School SLT and offer refreshments.
- Field telephone calls, monitor the emails of the Senior School SLT and open post addressed to the Senior School SLT, drafting routine correspondence as necessary.

Senior Administration

- Arrange dates for meetings and other regular senior staff meetings.
- Draw up term dates and publish to staff and parents.
- Assist the Head of Finance & Operations with production of the annual fees letter: proofreading the letter, term dates and fees and emailing to parents.
- Assist the Head of Senior School with collating Departmental Development Plans.
- Assist the Head of Finance & Operations with distributing departmental budget allocations to Heads of Department.
- Assist the Senior School SLT with practical arrangements for training days, staff meetings and INSET days, including circulating the programme, compiling information folders, and booking refreshments.
- Evolving the digitalisation of record keeping across the school.

Reception

- Providing and maintaining a positive and welcoming first point of contact for prospective and current students and parents, promoting the distinctive caring ethos of the school.
- Welcoming visitors to the school, ensuring they are well cared for and the visitor areas are well kept.



- Cover the reception desk, including a wide range of duties associated with a busy school front desk, especially student-facing care.
- Dealing with personal, telephone and email enquiries; taking and passing on accurate messages, being quick and efficient in transferring calls to the relevant colleagues and generally ensuring an efficient and friendly manner.
- Responding to parent and guardian queries regarding our pupils.
- Liaising with teachers and other staff to provide pastoral support for students.
- Helping students with other administrative matters such as arranging appointments and transport arrangements.
- Answering queries from students and staff and passing on messages as necessary.
- Using Outlook calendars to book rooms and review appointments and manage the bookings for events and visits.
- Dealing with incoming and outgoing post, deliveries and couriers.

Office Administration

- Dealing with written and verbal enquiries from parents, pupils, staff and other visitors.
- Managing word processing and administrative workload as required.
- Ensuring that photocopiers and office equipment are maintained, including troubleshooting, meter reading and reordering of accessories.
- Sorting and organising incoming, outgoing and internal mail.
- Stock control and ordering of office stationery whilst helping to ensure value for money purchasing.
- Efficient management of the office filing system (electronic and hard-copy).
- Maintaining current and past pupil records, registers and other school information.
- Providing First Aid support in the event of illness or accidents. Liaising with parents, staff and emergency services if required.
- Form an effective working partnership with the Lower School Office Manager, including assistance with the running of the Lower School Office as and when required.
- Assisting with organising events; providing support for clubs and activities.
- Managing the School's Communications system, "Weduc" and acting as the main port of call for all queries and issues relating to this software.

Administrative Support for Staff

- Providing administrative support for staff, including document preparation; photocopying; printing; information collection, coordination and distribution and report creating.
- Oversee staff and student common areas and meeting rooms, ensuring spaces are well kept and notice boards are up to date.
- Ensure that current student records are accurately maintained and updated using the School's management information system, working with the Academic coordinator to ensure subject and timetable information is correct.
- Provide liaison with maintenance, catering and IT staff.
- Support with the administration of taster days and assessments for new students; dispatch prospectuses and other literature to prospective families..





- Monitor and record pupil attendance; follow up on absences and compile absence reports as required.
- Assist with the dispatch of student reports.
- Create and co-ordinate communications, in liaison with teaching staff, to be sent to parents and guardians.
- Create analysis and reports, mailing lists and other information using the student database.

Senior School Office Lead

- Managing the Pupil Administrator; providing effective leadership including personal development; appraisals/performance reviews.
- Ensuring that the Senior School Office has sufficient cover between 8.00am and 4.30pm term time, plus sessions during School holidays.
- Dealing with written and verbal enquiries from parents, pupils, staff and other visitors.
- Managing word processing and administrative workload as required.
- Ensuring that photocopiers and office equipment are maintained, including troubleshooting, meter reading and reordering of accessories.
- Sorting and organising incoming, outgoing and internal mail.
- Stock control and ordering of office stationery whilst helping to ensure value for money purchasing.
- Efficient management of the office filing system (electronic and hard-copy).
- Maintaining current and past pupil records, registers and other school information.
- Providing First Aid support in the event of illness or accidents. Liaising with parents, staff and emergency services if required.
- Form an effective working partnership with the Lower School Office Manager, including assistance with the running of the Lower School Office as and when required.
- Assisting with or organising events; providing support for clubs and activities.

General

- Will be required to be a nominated First Aider.
- Will be required to deal with complex problems on a daily basis.
- Will be required to use initiative.
- Continually assessing work improving systems in the school office as necessary.
- Management / prioritisation of own workload and that of staff reporting to this post.
- Negotiation, problem solving and seeking information.
- Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.
- Maintain confidentiality at all times.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder also undertakes to carry out any other reasonable duties commensurate with the post and as directed by the Principal.

Person specification

(E) = Essential

(D) = Desirable

Experience

- Excellent customer service (E)
- Handling confidential and sensitive information (E)
- Liaising with suppliers and other organisations (E)
- Management experience within an office environment (E)
- HR/Personnel support (trained) (D)
- Use of an electronic Management Information System (D)
- Efficient minute taking (E)

Education / Qualifications

- GCSE Maths, English or equivalent (E)
- ICT qualification (D)
- Office /administrative management qualification (D)

Skills / knowledge

- Excellent data input and use of commonly used Microsoft software packages (E)
- Excellent administrative skills (E)
- Accuracy and attention to detail (E)
- Able to prioritise a busy & varied workload & cope with interruptions (E)
- Strong numeracy and literacy skills (E)
- Customer service and telephone skills (E)
- Negotiation skills (E)
- Target setting/appraisal of others (E)
- Set up and control budgets (D)





Attitude

- Able to use own initiative and meet deadlines (E)
- Team player with a flexible approach and positive attitude (E)
- Able to motivate and encourage others (E)
- Responsible and assertive (E)
- Demonstrate effective leadership (E)

Personal Qualities

- Honest and discreet (E)
- Reliable and punctual (E)
- Understands & can maintain professional boundaries when dealing with others (E)



Application process

Closing date for applications: Monday 5th June 2023

Date of interviews: Conducted on a rolling basis

Candidates are advised to apply as soon as possible as St Mary's will be selecting and interviewing candidates as and when applications that meet the criteria are received. St Mary's reserves the right to close the application process early should a suitable candidate be identified.

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and covering letter of application and return it to Mrs Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

