



# KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

*Educational excellence for our City*

## Administration Support (Initially 6<sup>th</sup> Form Support)

**PURPOSE OF POST:** To support the work of the school by providing ongoing day to day administrative support (which may include pastoral support).

The work of the administration team is extensive and varied, and plays a central role in the running of the school. We require a team in place with a flexible approach and a willingness to cooperate. You will not be involved in all the activities at any one time, but job roles may change to reflect the needs of the school. We will make clear which activities you are responsible for as part of your on-going appraisal and line management meetings.

### **ADMINISTRATIVE SUPPORT:**

**School Office Administration** – support the work of the school office (including reception, first aid, communication with parents and students).

**Wider School Administration** – support the Senior Leadership Team, organise school events and trips, support staff meetings and academic departments.

**Finance Administration** – purchase items for the school and input orders into the school accounting software, assist the Finance Officer with managing the school bank accounts, student payments and grants, and charity collections.

**Admission and Attendance** – provide administration support for student intake at both year 7 and year 12, monitor daily attendance and systems relating to attendance and integration.

**Pastoral Support** – provide administration support to Heads of Year for pastoral events, admissions interviews, exam support and parents' evenings. Be a staff presence in the 6<sup>th</sup> form common room, and provide mentoring and pastoral support for students.

**Sixth Form Support** - provide administrative support to 6<sup>th</sup> form Heads of Year, process UCAS applications, organise 6<sup>th</sup> form conference and practise interviews.

**Alumni developmental work** - Develop, maintain and promote links between the school and its network of alumni, including arranging appropriate events e.g. annual summer reunion, liaison with HE Old Girls Association.

**School Support** - Enforce school rules with students regarding behaviour, attendance, uniform etc, and attend full staff and support staff meetings as required. Support school events and extra-curricular activities where required. Take part in the September Grammar Schools Entrance Test (renumerated) and in appraisal and review arrangements. Carry out any other reasonable request made by the Headteacher.

*This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.*

*King Edward VI Camp Hill Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo an enhanced Disclosure and Barring Service check.*

## REQUIREMENTS AND RESPONSIBILITIES IN THE POST

We wish to appoint a well-qualified individual who can contribute to the administrative work in school across a variety of areas including supporting the pastoral care in school.

<b>Criteria</b>	
<b>(1 = Essential, 2 = Desirable)</b>	
<b>EDUCATION</b>	
Excellent level of general education including Maths and English. A-level qualifications desirable.	2
First aid qualification (or willingness to be trained)	1
<b>EXPERIENCE</b>	
Previous relevant experience of working in a public or customer-focused organisation, ideally gained in an educational establishment	2
Experience of working with children/ young people	2
Excellent administrative experience	1
<b>SKILLS - demonstrate the ability to:</b>	
Deal with difficult and demanding issues, planned and unplanned in a professional, efficient and effective manner with a diplomatic and patient approach	1
Able to work flexibly, adopt a 'hands on' approach and respond to situations showing initiative	1
Ability to prioritise one's own work to meet deadlines and also work effectively as part of a team	1
Competent in the use of office software, including MS Office. Ability to learn new systems.	1
Use of school management systems such as SIMS.	2
Excellent written and spoken communications skills	1
<b>PERSONAL QUALITIES</b>	
Excellent interpersonal skills. Demonstrate a high level of courtesy and good manners in all dealings with visitors and students.	1
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	1
Ability to maintain strict confidentiality	1
Committed to own continuing professional development with an ability to evaluate own development needs	2
Committed to equality, diversity and inclusion	1
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	1
Appreciates the significance of safeguarding and child protection issues in an educational institution and understands how this impacts on the working environment	1