



## PRIOR'S FIELD SCHOOL

### **Job Description for Admin Assistant (part time)**

#### **The position**

To provide support to our Director of Learning Pathways and Pastoral Care with regards to administrative SEN tasks as well as other members of the SLT and administration team as required.

**Reports to** the Director of Learning Pathways and Pastoral Care

#### **Specific responsibilities of the role include:**

- Being an integral member of the school administration team, contributing to the efficient and smooth running of the school's administration – assisting in providing an administrative and secretarial support service to all departments of the school
- Supporting the Director of Learning Pathways and Pastoral Care with administrative SEN tasks
- Supporting the Learning Development department with administrative tasks as required

General responsibilities include:

- Liaison with parents, pupils, staff and third parties
- Liaising closely with appropriate staff in pursuance of the post holder's primary purpose
- Demonstrating a commitment to improving and developing the organisations processes and facilities
- Complying with all relevant policies, procedures and instructions regarding safeguarding, health and safety, including safe practices and methods of work
- At all times, respecting the confidential nature of information concerning the work and business of the school
- Promoting the school's eco agenda and ensuring all work is carried out with a view to reducing waste and protecting the environment
- Being committed to the development of a working culture which values and celebrates the contributions and achievements of colleagues
- Supporting the ethos of Prior's Field as both a boarding and a day school and working in accordance with the school's aims, policies and marketing strategy

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **PERSON SPECIFICATION**

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Experience and qualifications</b>  |           |           |
| Proficient and experienced user of the key components of the MS Office Suite (training will be provided for the specialist software)                                      | x         |           |
| High standard of written English, excellent proof-reading skills and a strong eye for detail  | x         |           |
| Understanding of the UK independent education industry  |           | x         |
| Previous work experience in a UK independent school with a boarding element   |           | x         |
| Knowledge of GDPR   | x         |           |
| <b>Skills and competencies</b>  |           |           |
| Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation | x         |           |
| Ability to manage a busy workload with sometimes rapidly shifting priorities  | x         |           |
| Strong communication skills, both oral and written, and customer focus – excellent telephone manner   | x         |           |
| Strong organisational and planning skills   | x         |           |
| Effective time management skills and the ability to multi-task and prioritise work  | x         |           |
| Ability to communicate complex or sensitive information and to draft complex or sensitive emails, letters and other documents to a professional standard                  | x         |           |
| Ability to identify problems with your own and others' work within the school, and to correct or report these issues as necessary   | x         |           |
| Ability to have an awareness of activities taking place across the school to draw links and communicate and plan work accordingly   | x         |           |
| Ability to solve problems that may significantly impact on others and for which the correct solution is not obvious   | x         |           |
| Good work attendance record   | x         |           |
| <b>Personal qualities</b>   |           |           |

|  |   |  |
|--|---|--|
| Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude                               | x |  |
| An aptitude for and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges | x |  |
| Enthusiastic and self-motivated – will actively seek to further the school's best interests  | x |  |
| Good sense of humour   | x |  |
| A creative mind with an ability to suggest improvements – problem-solving skills   | x |  |
| A passion for the transformational impact of education and an empathy with the school's aim and vision   | x |  |

### Terms of employment

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|---|
| <b>Salary</b> <ul style="list-style-type: none"> <li>Dependent on experience</li> </ul>   |
| <b>Hours</b> <ul style="list-style-type: none"> <li>22.5 hours per week (working pattern to be agreed)</li> <li>Term time + 2 weeks</li> </ul>  |
| <b>Benefits</b> <ul style="list-style-type: none"> <li>Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.</li> <li>Staff have access to school facilities such as the gym and swimming pool.</li> <li>Free on-site parking is available.</li> <li>Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use</li> <li>Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff</li> <li>Cycle to work scheme</li> <li>Generous contributory defined contribution pension scheme</li> <li>Staff fee discount of 50% FTE (eligible after passing probationary period)</li> <li>Access to 24-hour counselling helpline</li> <li>The school supports professional development and training will be provided in specialist areas</li> </ul> |

**Conditions**

- The position is subject to DBS certification and satisfactory references being obtained