



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Head's Personal Assistant



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School represents a unique blend; the majesty of the landscape alongside a dynamic and progressive curriculum that delivers a synergy of place and concepts necessary for truly holistic education. I aim to shape a dynamic forward-thinking school that will be renowned for providing the deep thinkers, leaders and innovators needed for the future.”

SUMMARY OF THE ROLE

Job Title

School Secretary

Accountable To

The Head's PA

Probationary period

6 months

Hours of Work

During term time Reception is covered from 8.00am to 5.45pm. You would work some days 9.45am to 5.45pm and some days 8.00am to 4.00pm with half an hour for lunch (unpaid). Total hours per week 37.5.

During school holidays you will work 9.00am to 3.30pm with half an hour for lunch (unpaid).

The post-holder will be required to work any Bank Holiday when the School is in operation.

Salary

£22,121

Holidays

Full-time support staff are entitled to 25 statutory and 8 Bank Holidays per year to be taken during periods of school closure. The school is closed to all staff between Christmas and the New Year. These days are deducted from the annual holiday allowance.

Periods of planned absence for holidays must be taken during the school holidays, unless agreed exceptionally with the Head's PA. Holidays should, as far as possible, be arranged so that, together with the Head's PA and School Secretary, reception and secretarial cover is available during school holidays.



JOB DESCRIPTION

OVERVIEW

Windermere School is an unique place of learning. It is a Round Square school teaching the International Baccalaureate. Set on the banks of England's largest lake at the very heart of this UNESCO World Heritage region, we build adventure, service and leadership into our curriculum.

What makes our school so special is the people. We are a family as much as we are a school, a home away from home for many of our pupils and we achieve this because we care. Our size means we can give more attention to every child, helping to ensure they thrive.

Small class sizes and dedicated staff offer wrap-around care throughout the school year to ensure that when parents choose Windermere School, they do so safe in the knowledge that their children will be learning and living in a place of comfort, security and belonging.

As School Secretary you will have an essential role at the heart of the school.

Primary Purposes

To be part of a proactive administrative team supporting committee functions, staff recruitment and day-to-day school business. To assist the Head's PA in fulfilling the administrative elements of the compliance requirements of a school, including the completion of Single Central Register. To play a significant part in providing excellent front of house service to all school visitors.

ADMINISTRATIVE RESPONSIBILITIES

- To support the Head's PA in the administration of the Head's and senior staff's work
- To assist in the recruitment process, including the administration of personnel documents and the completion of the Single Central Register
- To communicate with parents via SIMS email system.
- To operate and update the school's information management system, where appropriate.
- To provide clerical/secretarial support to members of staff as agreed with the Head's PA and to assist with preparing students' reports and letters to parents as required.
- To support with cover as required within the secretarial team and to provide support for the school's wider administrative needs as directed.
- To produce a daily list of notices to display on TV screens.
- To record bookings of 'public' rooms.
- To support with the issue of staff ID badges.
- To copy, post and file examination certificates.
- To assist with ticket sales for events, as required.
- To process "Authorisation for Absence requests". To print, get signed approval and type letters for student absences, inform relevant staff and record on spreadsheet.
- To collate, summarise and record the results of student surveys and questionnaires as required.
- To collate and maintain records of all trophies held and awarded in school, arrange for trophies to be engraved as required and ensure relevant trophies are returned in time for Prize Day.

- To be responsible for monitoring and ordering stationery. This to include liaising with academic and administrative departments, agreeing orders with the Bursar, the placing of orders and checking deliveries against receipt notes and invoices, issuing stationery to students and recharging as necessary. Orders to be the most cost-effective possible.
- To undertake photocopying, printing, scanning, filing and laminating as required.
- To allocate and name staff 'pigeon holes' as required.
- To process orders for the school photograph and arrange for distribution of the photographs as required.
- To undertake any other duties which might reasonably be requested.

RECEPTION RESPONSIBILITIES

- Be the first point of contact for all visitors to the school, extending a warm welcome to parents, governors, visitors, contractors and delivery staff, ensuring all visitors sign in correctly, are made aware of our Safeguarding procedure and are directed to the appropriate location.
- To be the first point of contact for parents, pupils and staff.
- To answer calls, take messages and operate the intercom system.
- To prepare signs for visitors and events as required.
- To ensure the public areas in the vicinity of the reception area are kept tidy and are always welcoming to visitors.
- To sort and distribute incoming mail.
- To prepare and frank mail for despatch and take to the sorting office at the end of the day in time for the last post.
- To make arrangements for the collection of outgoing parcels/students' luggage by carriers and recharge where appropriate.
- To receive incoming deliveries, store tidily and organise their distribution (keeping the entrance/reception area free of deliveries and clutter).
- To prepare fire registers for pupils every morning and afternoon.
- To assist with registering staff in the event of a fire or during fire practice.
- When required, to produce a report from the database showing the location of all students for the lockdown procedure.

SAFEGUARDING RESPONSIBILITIES FOR ALL STAFF

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead.

Windermere 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 School operates a No Smoking policy within its buildings and grounds.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	A good academic background including GCE Maths and English	Formal secretarial training RSA or similar typewriting/word processing qualifications
Experience	Experience of developing and maintaining administrative systems electronically and in hard copy format.	Experience of working in the Education sector
Skills	<p>IT literate with an excellent knowledge of MS Office;</p> <p>Accuracy and attention to detail with all administrative tasks;</p> <p>Strong written and verbal communication skills and the ability to foster good relationships with a variety of people;</p> <p>Ability to communicate effectively with all school stakeholders;</p> <p>Keeper of clear and methodical records;</p> <p>Excellent organisational skills;</p> <p>Ability to effectively prioritise time and work.</p>	Experience of the SIMS management information system
Personal Attributes	<p>Able to work unsupervised and use initiative; Ability to work as part of a team;</p> <p>Ability to maintain strict confidentiality;</p> <p>Attention to details in all aspects of work and personal presentation;</p> <p>Polite and courteous;</p> <p>Proactive and able to solve problems;</p> <p>A smart appearance and outgoing and welcoming personality.</p>	
Additional	Due to the rural situation of the school, access to own transport	



WINDERMERE SCHOOL

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