

Queen Margaret's, York

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

SCHOOL ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

The role of the School Administrative Assistant is to provide general administrative support within the School. It is anticipated that, on average, around 25% to 30% of the Administrative Assistant's time will spent completing photocopying requests on the School's main copier. The nature of the role is that the Administrative Assistant will work closely with a number of other members of staff on a day to day basis and hence it is essential that they are well organised and can manage their time and work efficiently. The Head of Examinations & Data will manage the day to day workload of the Administrative Assistant.

Safeguarding:

All staff members have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Duties:

By the nature of the role, the following list is not exhaustive, but is a guideline as to the main requirements of the role. The School Administrative Assistant must be willing and flexible, prepared to carry out reasonable tasks not necessarily covered within this Job Description. The main duties of the School Administrative Assistant are to:

- complete photocopying requests in a timely and efficient manner
- provide general administrative support across the school as agreed including filing, typing
- provide cover on Reception when required
- complete any other reasonable tasks required by the Head
- send correspondence and communications on behalf of other departments to parents as required using iSams

Person Specification

The School Administrative Assistant must:

- be able to work accurately and efficiently
- be well organised
- have high standards of discipline and integrity
- have good interpersonal skills;
- be computer literate
- be aware of the importance of Safeguarding of young people
- be prepared to undergo appropriate training
- have patience and a sense of humour
- be able to exercise total discretion and uphold confidentiality, when appropriate
- have energy, drive, enthusiasm and a positive manner

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. The School Administrative Assistant shall be subject to the School's rules, policies and procedures as set out in the non-contractual Staff Handbook as amended from time to time. It is part of his or her responsibility to be familiar with the provisions of the Staff Handbook

The School Administrative Assistant is appointed by the Head, subject to enhanced DBS clearance and receipt of satisfactory references in accordance with the School's recruitment policy. The appointee may be required to complete a confidential medical questionnaire (and medical examination where applicable, the costs of which will be met by the school).

1. Working Hours and Time Off

This is a predominantly term-time appointment (33 weeks) but with an additional three weeks to be worked across the Christmas, Easter and Summer holidays. One of these weeks will be worked before the start of term in September. Other weeks to be worked as agreed with the Bursar. It is expected that the Administrative Assistant will work. Normal hours of work will be 25 hours per week and whilst there is some flexibility as to the hours and pattern of work, the appointee will be expected to be willing to be flexible with the timing of breaks to accommodate the needs of the School. There may be the requirement for occasional Saturday working.

2. Line Management

The School Administrative Assistant reports to the Head of Examinations and Data.

3. Professional Development and Appraisal

The School Administrative Assistant shall participate fully in the school's professional review process and seek opportunities to progress their development through training, observation and discussion.

4. Holiday Entitlement

The appointee will be eligible to take 25 days holiday per annum including bank holidays (full time equivalent of 33 days (inc bank holidays) calculated pro rata). Holidays should be taken outside term time and the weeks agreed above.

5. Request for Absence and Sick Leave

The School Administrative Assistant shall make any requests for absence in their normal working weeks to the Bursar. Sufficient notice must be given. The School's sick pay policy is non contractual and is available in the Staff Handbook.

6. Salary and Pension

Queen Margaret's has its own competitive salary scale. The appointee will receive a salary commensurate with experience in the region of £7,500 - £8,500pa, paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay. The appointee will be eligible to join QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).

7. Notice Period

The appointee is required to give the school six weeks' notice of his/her intention to leave this post.

8. Meals

Food and refreshments are provided during term time during the hours of duties.

9. Safeguarding & Child Protection

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the school's Safeguarding policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the Designated Safeguarding Lead and Head.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service, in accordance with the Children Act 1989.

Queen Margaret's School
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www.queenmargarets.com