

Job Description for an Office Administrator

The Ladies' College

The Ladies' College was founded in 1872. It is a member of the GSA and operates as a direct grant school within the Bailiwick of Guernsey. There are 562 pupils between the ages of 2 ½+ and 18. The Junior School, Melrose, (137 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department, where we currently have 30 full or part-time pupils. The Senior School (395 pupils) occupies purpose built premises opened in 1964 and has recently been both refurbished and extended. Our latest development "The Wessex Wing" for Mathematics, English, Music and a new refectory was opened in September 2016. The school is academically selective from the Preparatory Department upwards.

We have a three-form entry at 11+ and most classes comprise 20 to 24 girls. Our students take ten GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form partnership with Elizabeth College (HMC boys' direct grant school). There are 27 individual subjects available at A-level with a maximum class size of 18. From September 2017 we will only be offering two year linear courses to maximise teaching time. Many subjects are offered at both Colleges which provides a large degree of flexibility in planning timetables and means that students are almost always able to take their chosen combination of A-levels. We also offer a Sixth Form Diploma and EPQ. Many classes are co-educational. Most students progress to university on leaving The Ladies' College.

Candidate Criteria

We are looking to appoint an Office Administrator with first rate skills to join our busy office team at The Ladies' College on a full-time, term-time only basis. The post would suit an individual looking for the opportunity to work in an academically selective school. The role's broad scope requires the post holder to have effective organisational and IT skills, including MS Excel, with the ability to multi-task and co-ordinate projects and events.

General Description

1. To contribute towards the efficient running of the College office.
2. To provide Reception cover

Main duties and responsibilities

The Office Administrator will be accountable to the Personal Assistant to the Principal and will work alongside the Receptionist within the Senior School office.

General Duties

- General filing, administration and information management within the Principal's office
- Processing incoming and outgoing mail daily, including taking this to the post office
- Placing orders for travel (taxis, hotels, flights etc.) in relation to colleagues' attendance at off-island professional development training
- Management of College photographs, including: colleague photographs for display boards, student photographs for database and girls' portraits. Liaison with external photographers for outside events or whole College photographs.
- Placing online orders for Departments (e.g. office resources, reading material, enamel badges, promotional material etc.)
- Management of the Records of Achievement process for all Senior School students
- Publishing student notices on the electronic noticeboards across the Senior School and Sixth Form centre
- Updating record of professional development (CPD) for Senior School teaching colleagues
- Undertaking general administrative tasks as requested by the Personal Assistant to the Principal to ensure the smooth running of the office

Reception

- Providing Reception cover as timetabled throughout the week; to include sickness absence cover for Melrose Reception
- Acting as First Aider, administering basic First Aid to pupils. This will require undertaking First Aid at Work Level 3 training (3 days) on a three-yearly basis
- Supporting the Senior School student roll call during emergency evacuation drills, in the absence of the Receptionist

College Events

- In partnership with the Head of Development and External Relations and other colleagues, coordinating and contributing to the organisation of Speech Day and other key annual events in the College calendar (Commemoration, Harvest, Remembrance Day, Carol, Easter and Leavers' Services).

Key Criteria

1. Good IT skills and current experience in using Microsoft Office
2. The ability to work with a high degree of accuracy in written English, to undertake communications on the College's behalf
3. A desire to work as part of a small team and to be flexible in approach
4. Good communication skills and the ability to deal professionally and sensitively with all stakeholders - staff, students, parents, outside agencies and visitors to the College

5. Proven ability to prioritise and organise own workload, to be able to prioritise tasks and meet deadlines in an extremely busy working environment
6. A genuine interest in the education of young people

Line Management

This role will be line managed by the Personal Assistant to the Principal.

Hours

08:00-16:30 Monday – Thursday, 08:00-16:00 on Fridays, with a daily lunch break of 30-60 minutes, to be agreed on appointment.

Term time only, plus 3 INSET days of 7 hours.

An additional 2-5 days will be worked outside of term time, to be scheduled in agreement with your line manager.

Remuneration

The remuneration for this post will be on the Guernsey Civil Service School Administration Assistant scale (SAA2), which currently equate to between £13.9295 and £15.8745 per hour respectively, according to qualifications and experience. All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Other benefits

Staff are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

From 3 April 2017 residence in Guernsey will be controlled by the Committee for Home Affairs have political responsibility for "The Population Management (Guernsey) Law, 2016".

Please note that there is no licence associated with this role and therefore applicants must have a current Housing Licence or Right to Work document.

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and

Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.

Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.