

**COMMUNICATIONS ADMINISTRATIVE ASSISTANT (PART TIME)**  
**FOR APPOINTMENT AS SOON AS POSSIBLE**

**CLOSING DATE FOR APPLICATIONS: Thursday 22<sup>nd</sup> November 2018**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's School.

An important feature of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on a firm belief in participation and engagement, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>. You can find a copy of our Prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently some 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. Pupils live in one of 13 boarding Houses, most of which house around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is much more to school life with numerous other activities including sports, music, theatre, dance and countless societies on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford.

**About the Communications Department**

The Department is responsible for the School's external communications activities including the School's website, prospectus, regularly issued magazines and newsletters, Teddies TV Vimeo channel, social media platforms, advertising and numerous other print and publicity items. The Department also oversees a number of pupil-led initiatives such as a film unit, a team of pupil journalists and a new social media group. The School has gained a reputation in recent years of producing innovative and high-quality marketing materials.

**About the role**

A part-time Administrative Assistant is required to assist the Communications Department with routine office support. There will also be the opportunity to be involved in the wider work of the Department as outlined above. The role reports to the Head of Communications.

**Main responsibilities:**

- General office support including arranging meetings, meeting guests, taking meeting notes/minutes as required, maintaining records and filing, liaising with other School departments to ensure maintenance etc is carried out, ordering stationery and maintaining stock.
- Processing invoices for payment and liaising with suppliers and Accounts staff as appropriate.
- Distributing print and PR materials to contacts, maintaining and updating distribution lists and assisting with the distribution of press releases and similar information to identified outlets.
- Supporting the Media Manager and Head of Communications with day to day management of pupil media, social media, photography and film societies and groups and being responsible for monitoring aspects of the School website.

- Filing photographs: maintaining records including those of pupils who have opted out of consent for publication, liaising with parents and other schools where permission is required, arranging appropriate captions and distributing as required.
- Helping with film and photography shoots.
- Assisting with School events including liaison with other School departments, collating invitation lists and researching guests.
- Other administrative duties relating to the Communications Department as requested by the Media Manager or Head of Communications.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. The office is busy and there may be additional tasks which the role might reasonably be required to undertake to ensure the smooth running of the Communications function.

### **Start date**

We would like the successful applicant to start work in early January 2019.

### **Hours and weeks of work**

The successful candidate will be required to work 21 hours per week excluding lunch breaks during School terms and for up to two days at the start and end of each academic year.

### **Salary**

The salary payable will be in the range £7,712 to £9,427 per annum (pro rata of a full time, full year salary of £18,360 to £22,440 per annum). Salaries are reviewed annually with effect from 1<sup>st</sup> September.

### **Holiday**

Annual holiday entitlement is pro rata of 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. All holiday, unless in exceptional circumstances agreed by the Head of Communications, should be taken during the School holiday periods. The School closes completely over Christmas/New Year, staff are required to use holiday entitlement to cover this period.

### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

### **Probationary period**

The appointment is subject to a probationary period of three months.

### **Sickness benefit**

After one year's service has been completed, annual entitlement to sickness benefit will be pro rata of six weeks at full salary plus a further pro rata six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for pro rata of four weeks.

### **Miscellaneous**

- Free lunches are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Oxfordshire Health and Racquets Club (which is located on the School site) although this is not a contractual entitlement.
- Car parking is available on-site although this is not a contractual entitlement.

## About the Candidate

<b>Person Specification Characteristics</b>	
GCSE grades 4 to 9 (or equivalent) in English and Maths	Essential
Previous experience of administrative work in an office environment	Essential
Excellent spoken and written English, including the ability to draft professional correspondence, take meeting notes/minutes and communicate effectively with other staff, parents and pupils	Essential
IT literacy and proficiency in MS Word and Excel	Essential
An organised and methodical approach and a high level of accuracy and attention to detail	Essential
The ability to work flexibly as part of a team and to work well under direction, but also to use initiative and work autonomously when required	Essential
Integrity and honesty and the ability to maintain confidentiality	Essential
An outgoing personality with the ability to interact with a wide range of people from a variety of backgrounds	Desirable
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

## Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the school for personal use or disclose such data to a third person/party.

## Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

## Health and Safety

The School is obliged to provide you with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions

## About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. A second interview may be required. Candidates will be

asked to bring with them to interview any certificates relating to relevant qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview.

If you would like further information about this post, please contact the Head of Communications, Tracy van der Heiden, by email: [vanderheident@stedwardsoxford.org](mailto:vanderheident@stedwardsoxford.org)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is Thursday 22<sup>nd</sup> November 2018

First interviews will be held on Friday 30<sup>th</sup> November 2018.

Second interviews will be held on Tuesday 4<sup>th</sup> December 2018