COMMON ROOM SECRETARY
CLOSING DATE FOR APPLICATIONS: 18TH OCTOBER 2019

A Message from the Warden
Thank you for expressing an interest in working at St. Edward’s – a co-educational boarding and day school set in the heart of Oxford.

The joy 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 fizzes with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, 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 have embarked 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 almost 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 so much more to school life with numerous other activities including sports, music, theatre, dance and more on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford. It is an exciting combination.

About the role
The Common Room Secretary reports to the Deputy Head Academic and is responsible for providing secretarial and administrative support to the Common room, c100 teachers.

A highly organised individual with excellent IT skills and a professional attitude is required to take responsibility for:
- Being the first point of contact for teaching staff unable to attend work as well as processing absence requests.
- Arranging lesson cover for absent staff.
- Coordinating classroom changes and other logistical arrangements as required.
- Providing administrative support to the Examinations Officer for both internal and external exams.
- Coordinating the arrangements for parents’ meetings in conjunction with Heads of Year and the Warden’s PA.
- Coordinating information posted on parent portal including associated administration of pupil reports for parents.
- Proofreading pupil school reports.
- Providing administrative support to the School Chaplain.
- Coordinating and ensuring accuracy of course guides, school lists (‘grey book’) and entrance papers and ensuring these are processed in a timely fashion and forwarded to relevant departments in accordance with deadlines.
- Administering mailings to parents on behalf of teachers, particularly Heads of Years.
- Overseeing the CR photocopiers.
- Overseeing the distribution of mail to CR.
- Responding to telephone and e-mail enquiries on behalf of teachers.
- Coordinating the creation and delivery of pupil planners in consultation with Heads of Years.
- Work with the HR team and the Warden’s PA to arrange interviews for new teaching staff.
- Provide support to colleagues as requested and assist in the smooth running of the Common Room.

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. This job description is current at the date shown but, in consultation with the post holder, it may be changed to reflect or to anticipate changes in the job commensurate with the job title.

**Start date**
We would like the successful applicant to start work on 2nd December 2019 or soon after.

**Hours of work**
Working hours are 7.5 per day, Monday to Friday, preferably starting at 7.30am, with an unpaid lunch break, giving a total of 37.5 worked hours per week. A flexible attitude is required regarding hours of work, to meet the demands of the position.

**Weeks of work**
Working weeks will be School terms plus:
- Autumn term - two weeks before the start of term and three days after the end of term;
- Spring term - three days before the start of term and three days after the end of term; and
- Summer term - three days before the start of term and three days after the end of term.

Attendance will not be required during School Exeats (half term holidays).

This working pattern results in a total of approximately 39 worked weeks per year.

**Holiday**
The Common Room Secretary is expected to work during the weeks outlined above. The remaining weeks of the year are non-working weeks, of which 5 weeks counts as paid holiday. Please note that bank holidays which fall in term time may well be working days, for which time off in lieu is given.

**Salary**
The salary payable will be £22,011 per annum (pro rata of £26,000 per annum for a full-time full year employee). Salaries are reviewed annually with effect from 1st September.

**Probationary period**
The appointment will be 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 six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

**Pension**
The role is eligible for membership of the School’s pension scheme for support staff.
Miscellaneous non-contractual benefits

- 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 & Racquets Club (which is situated on the School site).
- Car parking is available on-site.

About the Candidate

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<th>Person Specification Characteristics</th>
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<tr>
<td>A good all round level of education including GCSE grades 4 to 9 (or equivalent) in English and Maths</td>
<td>Essential</td>
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<td>Previous experience of working in an administrative role with excellent organisational skills and the ability to multi task</td>
<td>Essential</td>
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<td>Previous experience of working with databases</td>
<td>Essential</td>
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<td>Previous experience of working in /or knowledge of the independent school sector</td>
<td>Desirable</td>
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<td>An excellent communicator with good spoken and written English and the ability to draft correspondence and proof read others’ work</td>
<td>Essential</td>
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<td>IT literacy including knowledge of MS Office particularly Excel and Word (including using mail merge)</td>
<td>Essential</td>
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<td>Able to work well as part of a team but also to use initiative and work autonomously when required</td>
<td>Essential</td>
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<td>Good people skills, including enthusiasm, a welcoming and engaging manner and the ability to relate to people of all ages and backgrounds</td>
<td>Essential</td>
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<td>A flexible approach to work and a willingness to carry out a variety of tasks</td>
<td>Essential</td>
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<td>Ability to be discrete and to maintain confidentiality</td>
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<td>Committed to safeguarding children and young people</td>
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<td>A willingness to work with the School’s Child Protection guidance for staff and follow relevant procedures</td>
<td>Essential</td>
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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 Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

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, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. 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 reckless 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, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and 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.

Candidates will be asked to bring with them to interview any certificates relating to 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. As part of the verification process, a candidate’s present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Matthew Albrighton, Deputy Head Academic, preferably by email: academic@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward’s School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is midday on Friday 18th October 2019. Interviews will be held during the week beginning 28th October. We reserve the right to appoint at any stage during the application process.