



**GAP YEAR ASSISTANT-DEVELOPMENT OFFICE
(PART-TIME FOR THE SPRING TERM 2021)
CLOSING DATE FOR APPLICATIONS: 27th NOVEMBER 2020**

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 fizzles 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 – outstanding new, university-style academic facilities and a stunning, oval-shaped Hall have just opening at the heart of the School in the Quad. To find out more visit our website www.stedwardsoxford.org.

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 approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

About the Development Team

The Development team known as Beyond Teddies is responsible for providing innovative and creative engagement opportunities that will attract all generations of alumni as well as parents and local community residents. They also identify and obtain major funding to assist the School in meeting the financial requirements necessary to ensure it remains at the forefront of independent education, whilst further enhancing their sustainable bursary funding and enabling further growth in their community outreach program.

About the role

This is a pivotal point in independent education. It is also a vital moment in the story of St Edward's School as we seek to increase our impact on the wider Teddies community at this time of social educational change. The Beyond Teddies team is a small, high-performing and ambitious group, who work with colleagues and volunteers across the School and within our community to create new opportunities for engagement, support, career guidance, community service and fundraising. We seek to engage with inspiring and committed advocates, influencers and supporters in the UK and globally who share our educational and community vision.

To enable us to achieve this vision means we need accurate data of our Alumni base. We are therefore seeking a talented, proactive and confident Gap Year Assistant who can help us with data cleansing and locating up-to-date contact details for OSE particularly younger alums whose contact details are often their parents' home address.

Main responsibilities:

- For the Development team:
 - Searching and locating OSE using social media including LinkedIn, Alumnet, Instagram, Facebook and Twitter.
 - Contacting OSE using a range of platforms.
 - Identifying new contact details.
 - Updating contact preferences.
 - Engaging with OSE with events/communications that would inspire them to become/remain connected.
- Assisting the Communications Department
 - Taking photographs of school events.
 - Accompanying photographers and videographers around the School.
 - Assisting with the filing and storage of photographs and video footage.
 - General assistance for the Communications Department when time permits.
- Other related duties that would benefit the school such as assisting with co-curricular activities and in support of the Development team.

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 by the Development Director 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 4th January 2021.

Duration of contract

This is a fixed term contract terminating without notice on 26th March 2021.

Hours of work

The role is will require approximately 22.5 hours a week that can be flexibly applied to fit in with the team.

Remuneration

Payment will be made for hours worked only at the rate of £10.25 per hour. Payment will be made on production of completed timesheets. Payment will be monthly on the 25th of each month, unless the 25th falls on a weekend or Bank Holiday when payment will be made on the preceding Friday.

Holidays

Entitlement to holiday pay is 5.6 weeks a year, pro rata to hours worked. Holiday pay will be paid at the end of the contract, based on the total number of hours worked.

Notice period

The minimum period of notice required to be given is one week, or a period ending on 26th March 2021, whichever is the shorter.

Miscellaneous non-contractual benefits

- Free lunches are available during times when the School’s kitchens are in operation provided that you are engaged in activity on the School premises before and after each meal. You will not be paid for time spent at school meals.
- Car parking is available on-site.

About the Candidate

Person Specification Characteristics	
A good level of education	Essential
Previous administrative work experience	Desirable
An excellent communicator with good spoken and written English	Essential
IT literacy including working knowledge of databases and MS Office (particularly Excel and Word)	Essential
Ability to work as part of a small team and also to use initiative and work autonomously when required	Essential
Good people skills including enthusiasm and an engaging manner and the ability to relate to people of all ages	Essential
A flexible approach to work and a willingness to carry out a variety of tasks	Essential
Ability to be discrete and maintain confidentiality at all times	Essential
Committed to safeguarding children and young people and willing to work within the School’s child protection guidance and follow relevant School procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School’s interests. 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 and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School’s Privacy Notice for Staff.

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 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 Director of Development by email: henshilwoodr@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 27th November 2020.

Initial interviews will be held remotely during the week commencing 4th December 2020.