



## **JOB DESCRIPTION**

### **Senior School Administrator**

#### **THE SCHOOL**

RMS is a leading independent girls' day/boarding School with 940+ pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 300-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

#### **THE ROLE**

Reporting to the Compliance and Administration Manager, the post holder will be responsible for providing a range of administrative and organisational services focused primarily on support for trips, music and the school office. The post holder will need to be a flexible, skilled administrator, well organised with strong communication and problem solving skills and a customer focused approach, both for our internal stakeholders as well as parents and pupils.

#### **The Core Areas of Responsibility Include:**

- Coordination and administration of trips and the music department
- General Administrative support

#### **JOB SPECIFICATION**

The duties of the post holder will include but not be limited to;

- Dealing with enquiries and telephone calls
- Preparing communication to parents & collating responses
- Lead on the administration of key school processes; trips and paid activities.
- Assist with preparations for key school events, such as parents evenings and prize days

#### Coordination of Trips and Activities

Lead support role for trips. Working with the Deputy Head Co Curricular (Lead EVC) to ensure the smooth and efficient running of the trip process. Support to the Lead EVC and trip leaders, ensuring all off-site visits and outdoor learning activities are planned, monitored, and executed in strict compliance with the School policies

- As an EVC, provide administration support for trip leaders
- Maintain the trip management platform, Evolve, to plan, approve, and manage trips and off-site activities.
- Liaise with trip leaders, tour operators and accounts to ensure required information/payments are shared/made by the agreed deadlines
- Work between departments and trip leaders to facilitate and ensure the required paperwork, financial information, payments and Risk Assessments are in place in a timely manner for every trip.
- Manage the sign up process within parent pay. Schedule reminder letters where required

- General communications with parents about the trip using SchoolPost
- Arrange logistics - mobile phones, packed lunches and medical forms and packs for the trip as required
- Pre-register pupils for the day
- Work with boarding team to assist arrangement of boarders trips
- Duke of Edinburgh administration and liaison between stakeholders
- Be an active part of the school 'Calendar Group', working together with all departments to schedule school events.

#### Music Support

- Support role for the music department
- General administration for the department, including assisting visiting music teachers
- Assist with ABRSM & LAMDA exam entries

From time to time, provide assistance/project support/cover/cross training with other reasonable duties or support, such as at busy times across School Office, Reception or Data Support as directed by the Administration Manager.

#### **PERSON PROFILE**

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community.

#### **PERSON SPECIFICATION**

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. Applicants ought to possess a range of the following qualities and qualifications, plus a commitment to self-improvement and willingness to continue to develop their skills and attainments as befits the role:

#### Essential Criteria, Experience & Skills

- Proficiency in English and maths (as evidenced through qualifications and/or work experience).
- Strong interpersonal skills and the ability to liaise with pupils, parents, staff and visitors via telephone, email and letter.
- To work with a high level of professionalism and integrity, at all times understanding the need for confidentiality and discretion.
- Ability to inspire the trust and confidence of the key stakeholders.
- Advanced IT skills - experienced at using Microsoft Office and/or Google Suite to an advanced level.
- Ability to learn and become proficient in a range of computer applications.
- Excellent written and verbal communication skills.
- Self-motivated, with the ability to work independently as well as part of a team
- Highly efficient and meticulous with good attention to detail.
- Strong organisational and time management skills with the ability to work under pressure and prioritise as necessary.
- The skills and ability to learn, review and implement new processes.
- Openness to new ideas and practices, adaptable with a positive 'can do' attitude.
- A supportive understanding of the ethos of independent education, with a commitment to the school and its success.

### Desirable Criteria

- Experience of working in a school, or educational environment would be advantageous.
- Previous experience of iSAMs.
- Experience of Google Suite.
- Experience of managing trips.

### **TERMS OF EMPLOYMENT**

The terms of employment include:

- A permanent contract working term time + 2 weeks during the school holiday.
- 37.5 hours a week arranged over 5 days, some flexibility may be available.
- RMS Support Salary Scale point S16-S23 (£23,273.25 to £27,065.33) inclusive of 5.6 weeks paid holiday per year.
- Please note, if your start date is part way through the school year (September- August) the allocation of the holiday periods and pay for a term time contract spread over a 52 weeks year will result in your Monthly Pay being pro rata and below 1/12 of your Annual Salary during your first year of employment. Equally if you leave part way through the year your final pay will be adjusted in the same way.
- Support Staff Pension Scheme.
- Free lunches when the School's catering facilities are open.
- Free car parking.
- Use of the gym when open.
- School fee discount – subject to terms and conditions of the policy.
- Access to an Employee Assistance Programme.

### **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

### **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

### **REVISION OF JOB DESCRIPTION**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.