



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

ADMINISTRATION ASSISTANT

*Inspire
Empower
Shape The Future*



THE SCHOOL

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and outstanding extra and super-curricular programme.

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

History

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Future

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Administration Assistant

Pay Range 2

Actual Annual salary £11,971 - £13,454 depending on experience

Monday to Friday 8.30am-2pm Term Time Only plus INSET days plus 2 weeks in August school holidays

Job Description

Responsible to: PA to the Head and Deputy

Job Purpose

- To support the general administration of the school reporting to the PA to the Head and Deputy (Administrative & Clinical Lead)
- To be a key member of the school First Aid Team
- To support the administration/organisation of wider school events/activities

Main responsibilities:

- Administration for the Astra SCITT Marlow Hub (Initial Teacher Trainee Recruitment), led by Sir William Borlase's Grammar School
- Sixth Form and Late Entry Admissions
- HR Administration support
- Administration supporting the medical office and sit on First Aid Rota.
- General Administration
- The post holder will be expected to comply with any reasonable request to undertake any other tasks or work commensurate to the grade of the post that is not specified in this job description, as required from time to time by the line manager, Headteacher and/or other members of the School Leadership Team; (Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified)

THE ROLE

As with all members of staff the post holder is required:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out, being courteous to colleagues and to provide a welcoming, friendly environment to visitors and telephone callers;
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation;
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,
- observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies;

THE PERSON

	Essential	Desirable
Qualifications	GCSE or equivalent in Maths and English - confident numeracy and literacy. Strong all round GCSE profile	A Level Qualification or higher First Aid Training Safeguarding / child protection knowledge/ training
Previous Work	Administration role or training. Experience of communicating with a range of people in a professional environment.	Previous experience in an education environment Knowledge of SIMS
Professional Skills and Experience	Strong communication skills -written accuracy; telephone, face-to-face. Ability to work within limited deadlines and under pressure. Outstanding time-keeping and punctuality Highly organised, efficient with the highest standards of attention to detail in using microsoft word/ google docs and spreadsheets; records and relevant software and communication systems.	Experience of supporting young people in a school environment and working with parents. Experience with google software Experience with publishing programmes and or digital communications.



THE PERSON

	Essential	Desirable
Other Personal Qualities	<p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Emotional resilience and maturity</p> <p>Effective, engaging communicator with children, staff and parents.</p> <p>Calm and reassuring.</p> <p>An effective team player, working with colleagues collaboratively.</p> <p>A professional and responsive manner, adapting to the needs and emotions of young people and adults.</p>	<p>Willingness to contribute to the wider life of the school.</p> <p>Experience in fostering good relationships between all members of the school community.</p>

HOW TO APPLY

Please do contact us with any queries or if you would like to discuss your situation with us first.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9.00am Monday 31st January 2022

Deadline for application

Shortlisted candidates will be contacted for interview

Applications submitted via email should be sent to Mrs Anna Summerfield, HR Manager at asummerfield@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.