

**JOB DESCRIPTION – ACADEMIC OFFICE ASSISTANT**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

|  |  |
| --- | --- |
| **JOB SPECIFICATION** | |
| **Title of Post** | Academic Office Assistant |
| **Purpose of Role** | To provide a comprehensive secretarial and administrative service within the Academic Office to support the staff who manage the IB and PIB courses.  The Academic Office oversees the International Baccalaureate and Preparatory IB programmes. Currently, this involves 270 students. The academic and pastoral needs of the students are managed by two Vice Principals and two Assistant Principals. |
| **Department** | Academic Office |
| **Reporting Structure** | This position reports to the Academic Office Manager |
| **Key Responsibilities** | * Assisting with morning attendance checking and registration. * Administration of weekend away list and verification of student travel arrangements before each holiday period. * Photocopying and scanning. * Production of study certificates. * Support with student taxi bookings. * Updating of student records on database. * Assisting with exam preparation and administration. * Such other duties as may reasonably be requested by the Academic Office Manager or Vice Principals. |
| **TERMS AND CONDITIONS** | |
| **Terms of Employment** | Part-time (15 hours per week)  The start date will be negotiated with the successful applicant. |
| **Place of Work** | 139 Banbury Road, Oxford, OX2 7AL |
| **Hours of Work** | Part-time (09:00-12:00); term time only |
| **Probationary Period** | 6 months |
| **Notice Period** | 1 Month |
| **Salary / Pay** | Salary range Up to £15,140 (£18,925 FTE) |
| **Holidays** | This is a term-time only position plus one week prior to the start of the academic year. |
| **Pension** | After three months of continuous service the Employee is entitled to join the Employers’ Group Personal Pension Scheme. The contribution basis is that the Employer pays up to 10% of salary subject to the Employee contributing up to 5% of salary, the Employer's contributions being double those of the Employee. The Employee may make additional contributions above 5% subject to any restrictions imposed by the Inland Revenue. Any additional contributions made by the Employee are not matched by the Employer. |
| **Life Assurance** | Death in service benefit is four times annual salary. |
| **Meal** | A free lunch is provided in the College catering units on working days and when students are in residence. |
| **Childcare Voucher Scheme** | The College operates a childcare voucher scheme |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| **Education and qualifications** | * Good general education, including English and Maths GCSE or equivalent **(E)** * Good IT skills, including word processing, spreadsheets and database **(E)** * Fast, accurate typing and data entry **(E)** |
| **Knowledge, skills and experience** | * Minimum of one years’ secretarial or administrative experience **(E)** * Experience in using email and internet **(E)** * Experience of administrative work in a school **(D)** * Excellent interpersonal and communication skills **(E)** * Time management and organisational skills **(E)** * Ability to work in a busy environment **(E)** * Ability to draft correspondence **(E)** * Accuracy and attention to detail **(E)** * Ability to multitask, work on own initiative and prioritise own work **(E)** * Willingness to learn and take responsibility for new tasks **(E)** * Ability to see a task through to completion **(E)** |
| **Personal skills and attributes** | * Flexibility **(E)** * Patience and calm **(E)** * Confidentiality **(E)** * Knowledge of foreign language(s) **(D)** * Interest in international education **(D)** |

|  |  |
| --- | --- |
| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| **References** | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| **Identity, right to work and qualifications** | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| **Police checks / DBS** | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| **Health questionnaire** | Satisfactory completion of a health questionnaire. |
| **Prohibition order checks** | Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate. |

|  |  |
| --- | --- |
| **HOW TO APPLY** | |
| **Applications** | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| **Email** | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| **Post** | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| **Contact us** | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| **Deadline for applications** | **12.00 noon Monday 02 October 2017** |
| **Interviews** | **W/C 09 October 2017**  **T**he interview process will include some testing of key attributes. |