

JOB DESCRIPTION - Administrative Assistant - IB Admissions (Maternity Cover)

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer

JOB SPECIFICATION	
Title of Post	Administrative Assistant – IB Admissions (Maternity Cover)
Purpose of Role	To provide administrative support to the IB Admissions Office. This will include supporting the Head of Admissions and the Admissions Officer to process admissions enquiries for the IB World School to meet student recruitment targets.
Department	IB Admissions
Reporting Structure	This post reports to the Head of IB Admissions
Key Responsibilities	<ul style="list-style-type: none"> • Handling enquiries about the admissions process received via e-mail, online registration, telephone and in person, in a prompt, efficient and professional manner • Producing written correspondence and sending out appropriate brochures and links to online application forms in response to enquiries • Compiling information packs for visitors to the College • Requesting school reports from the applicant, parent and agent in response to enquiries and applications • Arranging and scheduling placement tests and interviews for potential students • Conducting tours of the College for potential and existing applicants, parents, and agents, if required • Updating databases and inputting information into relevant systems to maintain accurate and up to date admissions data on the progress of each pending application, doing so in accordance with strict guidelines and procedures, and the requirements of the Data Protection Act • Maintaining relationships by excellent levels of interaction with all enquirers, applicants, agents, other educational institutions, and members of the public • Providing administrative support for the organisation for Open Days and Scholarship Days <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Administrative Assistant – IB Admissions (Maternity Cover) may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience</i>	
Education and qualifications	<ul style="list-style-type: none"> • Good overall education (E) • Educated to degree level or equivalent (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Excellent written and oral communication skills (E) • Excellent IT skills, including a high level of proficiency in the use of Excel (E) • Previous experience and proficiency of using CRM/databases (D)

	<ul style="list-style-type: none"> • Ability and experience of prioritising tasks, and to work flexibly to meet deadlines, to manage competing and changing priorities (E) • Experience working in a customer focused role (E) • Experience of handling confidential information (E)
Personal skills and attributes	<ul style="list-style-type: none"> • A positive and proactive approach to teamwork as well as the ability to work independently when necessary (E) • The ability to work effectively during periods of high workload (E) • Exceptional attention to detail and accuracy (E) • A willingness and ability to contribute to the very positive working atmosphere that exists within the College (E) • A professional manner and the ability to act as an ambassador for the college (E) • A commitment to safeguarding our students in line with the College's policies (E)
TERMS AND CONDITIONS	
Terms of Employment	Temporary contract starting in January 2024 to cover a maternity absence. The role anticipated to last for eight months or the actual return of the postholder whichever is earlier.
Place of Work	139 Banbury Road, Oxford, OX2 7AL / 3 Bardwell Road Oxford OX
Hours of Work	<p>7 hours a day on 5 days a week with a one-hour unpaid lunch break (35 hours a week in total).</p> <p>Hours of work normally 9am to 5pm, some flexibility is possible with regards to the actual hours of work.</p> <p>The employee will be required occasionally to work hours outside normal hours of employment to meet the needs of the business. Time off in lieu will be granted.</p>
Salary/Pay	Range to £27,511 per annum subject to skills and experience
Holidays	<p>26 days' annual holiday entitlement, plus bank/public holidays (pro rata to length of contract). Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).</p> <p>The College is closed annually from 24th December to 1st January inclusive. The Employee will be required to book holiday during this period.</p>
Probationary Period	Three months
Notice Period	The contract will end on the return to work of the substantive postholder or with one month's notice.
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.

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	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <u>Home Office website</u> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
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.

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	This role will close 9am on 30 th November 2023
Interviews	<p>Week commencing 4th December 2023.</p> <p>The interview process will include short tasks to test key attributes as identified in the job description and person specification.</p>