

ST EDWARD'S OXFORD

JOB DESCRIPTION – PA TO THE REGISTRAR

Responsible to: The Registrar

Accountable to: The Warden

Relates to

Teaching staff

Non-teaching staff

Pupils and prospective pupils

Parents and prospective parents

Contacts at St Edward's feeder schools

Job Summary

This role will play a key part in the admissions department, including overseeing the smooth and efficient running of the department in the Registrar's absence. The PA will have overall responsibility for the registrations database, ensuring it is maintained and using it to create documents and reports, as required. The post holder will deal with all incoming correspondence and field email and telephone enquiries from a wide variety of sources. Although part of the Registrar's team, the PA will be expected to work autonomously, using his or her own initiative.

Main Duties and Responsibilities

- Managing the department in the Registrar's absence
- Participating in and representing the School at internal Open Days, including all "Mini Open Mornings" on Saturday mornings during term time
- Occasionally representing the School at exhibitions held outside the School
- Dealing with queries from a variety of sources, including parents, prospective parents, staff and feeder schools
- Overseeing the maintenance of the Registrations database, including managing the day to day input of information, maintaining the integrity of the data records and involvement in the development and improvement of systems
- Extracting information from the database and producing reports and other documents using Excel and Word, including the use of mail merge
- Co-ordinating all administrative aspects of the Registrar's office
- Organising arrangements for overseas travel
- Providing assistance to colleagues and assisting in all aspects of the smooth running of the Registrar's Office.

Hours of work

Core hours of work are 7.5 per day, Monday to Friday, with a lunch break of one hour (giving a total of 37.5 worked hours during weekdays). In addition, there is a requirement to work on a maximum of 8 Saturday mornings during each term (ie. a maximum of 24 Saturday mornings per year).

The post holder will also be required to work on one Sunday per year and occasional evenings, for which time off in lieu will be given. A flexible attitude is required regarding hours of work, to meet the demands of the position.

Salary

The annual salary for this position will be £27,500.

Holiday

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1 September to 31 August. All holiday, unless in exceptional circumstances agreed by the Registrar, should be taken during the School's holiday periods, normally one week at Christmas, one week at Easter and three weeks in the Summer.

Pension

Participation in the School's pension scheme for non-teaching staff is available after one year's service.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for one month.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families. Staff are required to exercise due consideration in the way they use such information and should not act in any way which might be prejudicial to the School's interest. Information which may be included in this 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. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

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 CRB.

Miscellaneous

Free lunches are available during term time.

Employees may use the Esporta Leisure Centre, however, this is not a contractual entitlement.

PERSON SPECIFICATION – PA TO THE REGISTRAR

Headings	Essential Qualities	Desirable Qualities
Personal Circumstances	Able to work flexibly and work the necessary hours to meet the demands of the position	
Personal Attributes	<p>Enthusiasm</p> <p>A smart appearance</p> <p>A positive and good humoured nature</p> <p>Discretion, loyalty & diplomacy</p> <p>Accuracy and an eye for detail, with a meticulous, systematic approach to problem solving</p> <p>Excellent organisational skills</p>	
Educational Qualifications	<p>A GCSE pass in English (at Grade “C” or above)</p> <p>A good command of the English language (spoken and written)</p>	
Skills, abilities and experience	<p>Previous experience of working in a PA role.</p> <p>Strong database skills and experience, also in the use of Microsoft Word and Excel</p> <p>An excellent telephone manner</p> <p>The ability to relate well to people of all ages and at all levels</p> <p>A genuine interest in, and empathy with, children</p> <p>The ability to work well as part of a team, but also to use initiative and to work autonomously, as necessary</p>	<p>A knowledge of the independent schools sector</p> <p>Previous experience of working in a similar role, in a similar environment.</p> <p>Car driver</p>
Child protection	<p>Commitment to the protection of children and young people.</p> <p>Willingness to work within the School’s Child Protection guidance for staff and follow relevant organisational procedures.</p>	