



ARNOLD LODGE SCHOOL

4-18YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



Senior Administrator
March 2019



ARNOLD LODGE
4 - 18 yrs Co-educational Independent Day School

School Mission:

**To develop the
happiness, confidence
and skills of each
pupil so they can be
successful in their
aspirations.**



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An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for A* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.

Arnold Lodge's Core Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

Academic study at Arnold Lodge is not about percentages and statistics, it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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Senior Administrator

Application deadline: 9:00am on Monday 18th March 2019

Interviews: Immediate on application

Job Start: April 2019

The Post: This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we are looking for an enthusiastic person to join our team as a Senior Administrator to support the reception area and administrative capacity within the school.

If you'd like to know more before applying please contact us via cnunn@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

Applications: Applications should be addressed to the Marketing and Admissions Manager, Mrs C Nunn. Applications by email are acceptable. Please send these to cnunn@arnoldlodge.com addressed for the attention of Mrs C Nunn. All applications must contain the following:

- A fully completed application form (found on the school website – www.arnoldlodge.com – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vitae **in addition** to the elements outlined above, they are not required to do so.

We reserve the right to withdraw this advertisement at any time depending on application volumes, therefore an early submission of application is encouraged



Job Description – Senior Administrator

Job Title	Senior Administrator
Summary of the Role	To oversee and manage the smooth running of Arnold Lodge’s HR and general administrative function.
Line Manager	Business, Marketing and Admissions Manager
Responsible for	Receptionist
Liaising with	SLT, ELT, Teaching and Support Staff
Key responsibilities	<ul style="list-style-type: none"> • To provide Executive Assistant support • Line management of Receptionist • Management and coordination of administrative projects • Management and operations of Parent Pay • A presence at all key Arnold Lodge events including Parents Evenings • Provide initial HR support to the School • Complete SCR and comply with all relevant requirements to ensure full compliance
Executive Assistant	<ul style="list-style-type: none"> • Provide assistance as required to members of SLT • Provide administrative support to the school as required • Organise and facilitate internal and external meetings as requested • Draft, type and dispatch reports, letters, agendas and minutes/records of meetings • Use appropriate IT resources • Coordinate, distribute and collate relevant documentation • Prepare school reports from production to distribution • To prepare letters, reports and other notes and correspondence as required • To produce school certificates such as sports and pupil awards • Support with the Census when required • Observe a code of strictest confidentiality at all times
Business Support	<ul style="list-style-type: none"> • Line management of receptionist tasks and work load. • Ensure all computer-based and manual records (including archives) are maintained for pupils and staff • Update Engage as required • To provide cover for other colleagues in the support staff team when required • Engagement with ALPA for activities and events to be planned in collaboration
Admissions	<ul style="list-style-type: none"> • To compile and provide admissions information to SLT, highlighting any trends or concerns • To share school CTF files and references where necessary with admissions • Complete a report of attendance and punctuality below 90% for action to SLT
Trips/Visits	<ul style="list-style-type: none"> • To be responsible for the administration management of the Parent Pay cashless system with regard to school trips, visits and other parent expenses in a timely manner, ensuring confidentiality and enabling full reconciliation for each activity
Reception	<ul style="list-style-type: none"> • Ensure that the reception function provides a welcoming reception for all visitors, parents and pupils to the school • Ensure required sign in procedures are adhered to by all visitors to the school (including staff and pupils)



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	<ul style="list-style-type: none"> • To deal with telephone queries • To assist with Parent and Pupil enquiries • To provide initial first aid support • Manage the school office email account
Recruitment	<ul style="list-style-type: none"> • Ensure the Single Central Register (SCR) is maintained and compliance of requirements is maintained • Ensure the SCR is updated so that all safer recruitment checks are completed in advance of any individual joining the school • Escalate any concerns with the entries or missing information on the SCR • Provide an update on each appointment so SLT have an assurance that the SCR is completed fully
Human Resources	<ul style="list-style-type: none"> • Ensure staff records are kept up to date and relative departments are notified of changes • Support school staff members for HR queries, liaising with external HR support as required • Assist with recruitment across the school, including producing contracts of employment, ensuring induction policy is followed and carrying out employment related checks (DBS, references etc) • Monitor staff absence, producing reports for line managers • To ensure mandatory training is carried out in a timely manner • Observe a code of strictest confidentiality at all times
Additional Duties	<ul style="list-style-type: none"> • General administrative functions as and when required • Act as Fire Marshal so that relevant procedures are followed • To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Headteacher or Operations Manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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Person Specification – Senior Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs at A*-C with English and Mathematics • Educated to degree level 	<ul style="list-style-type: none"> • Knowledge of HR • Knowledge of data protection
Experience	<ul style="list-style-type: none"> • Experience of working within a school environment • Experience of HR within a school environment • Experience of Administration within a school environment 	<ul style="list-style-type: none"> • Experience of working with Engage
Skills	<ul style="list-style-type: none"> • Highly ICT literate and knowledge in the use of Microsoft Office • Excellent writing, editing and proof reading skills, with the ability to produce well formatted letters and communication material • Highly organised, self-motivated and able to work independently • Diplomatic and able to work collaboratively with colleagues • Experienced in dealing with varied and conflicting work demands • To maintain confidentiality in all matters 	
Personal	<ul style="list-style-type: none"> • A 'can do' and helpful attitude • Ability to work flexibility • Be prepared to support other wider school functions • Willingness to take on additional training • A professional manner 	<ul style="list-style-type: none"> • Flexible with an excellent work ethic • A sense of humour and a positive attitude

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Conditions of Appointment

Hours of Appointment

This is a full time position for 37.5 hours a week, Monday - Friday. Please note the office hours are 8.30am to 5.00pm per day, exact work times to be agreed on appointment.

Due to the nature of the business, the role is for 35 weeks, plus Inset, plus 4 weeks per year.

Notice Period

During the probationary period, the period of notice will be one week on either party. The probationary period will run for 6 months. After this time, the notice period will be 3 months.

Holiday Entitlement

There is no additional holiday entitlement due to this role being term time.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

