



- Liaising closely with visitors and parents, hosting them as required (including, when necessary providing them with refreshments).
- Undertaking other duties, consistent with the role, as may be deemed appropriate by the Head of Prep's PA.

## **Person Specification**

### ***Essential***

- To live out the values of Clayesmore, treating each pupil as a unique individual.
- Proven experience in a similar secretarial role.
- A good working knowledge of all Microsoft Office applications.
- An ability to work with databases.
- Accurate typing skills.
- An effective and clear communicator in writing, face-to-face and over the telephone.
- Discreet and tactful at all times.
- Personally well-organised, efficient, calm, cheerful, courteous and anticipatory of people's needs.
- Confident working alone and as part of a team.

### ***Desirable***

- RSA III or equivalent qualification.
- Experience of working within an education environment.

## **Contractual Information**

This post is subject to a six month probationary period that may be extended by three months at the Head's discretion. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff appointed to the school are required to be checked through the Disclosure and Barring Service and to provide evidence of identity, address, evidence of their entitlement to work in the United Kingdom and evidence of qualifications declared in their application.

**Hours of Duty:** The office staff work on a rotation of hours: 8.00am – 4.30pm, 8.30am – 5pm or 9.00am – 5.30pm Monday to Friday. This post also carries a commitment to participate in a rota to provide administrative support cover on Saturday mornings once or twice per month. Reduced hours are worked outside of term-time.

**Benefits:** A free lunch time meal, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme. Membership of the Clayesmore Society and associated benefits.

Holidays: Holiday entitlement will be 30 days per year (1 September – 31 August), plus 8 bank holidays. You may be required to work any public holiday when the School is open. The School reserves the right to designate up to 5 days per holiday year in order to facilitate School closure.

.....  
(Job Holder)

.....  
(Human Resources Manager)

Date: .....

Date: .....

**Date reviewed: December 2018**

**Reviewed by: Head of Prep and HR Manager**

Clayesmore School is an Equal Opportunities Employer