



# ADMINISTRATIVE ASSISTANT

## Statement of Duties and Responsibilities

**Reporting to:** Head of Finance

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**Overarching responsibilities:** The Administrative Assistant's key purpose is to work under the direction of the HR Manager and Registrar, providing confidential support for HR, Admissions and other administrative operations of the school. This support work may include recruitment paperwork, compliance and training records; interview arrangements; admissions data entry, new pupil packs, tour and taster-day arrangements; and any other administrative tasks that may reasonably be requested by the School's Senior Leadership Team (SLT).

### Principal Duties:

- As directed by the HR Manager, assist in the administration of staff recruitment, through collation of key documentation and communication with candidates and relevant staff;
- As directed by the HR Manager, help to maintain compliance with GDPR in all aspects of HR;
- As directed by the HR Manager, help to maintain accurate records of staff training.
- As directed by the Registrar, assist in organising and collating feedback for parent tours and pupil taster days and new pupil events;
- As directed by the Registrar, assist in the administration of prospective parent communication, including registration paperwork, letters to prospective parents and new pupil packs;
- As directed by the Registrar, assist in the upkeep of Admissions information on iSAMS;
- Perform any other tasks as reasonably required by the HR Manager, Registrar or other members of the School's Senior Leadership Team.

## Person Specification

### Skills

- Excellent people and communication skills, oral and written.
- Capable of multi-tasking, adapting to the immediate need, and following instructions
- Comprehensive ICT Skills including Excel and database – familiarity with iSAMS is a bonus.

### Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people.

### Personal characteristics

- Professional approach to work, showing integrity and respect for confidentiality at all times, with the ability to be discrete and sensitive to confidential information

### Ethos and Whole School Values

- Ideally, the successful candidate will have experience of working in a school
- Committed to operating as part of the Cumnor community; sympathetic to an independent education and the values of the School.
- Committed to CHS as a school with high academic standing providing a holistic education and outstanding pastoral care.

## Terms and Conditions

- The hours will be 9am to 1pm, Monday to Friday
- This is a temporary contract extending to mid-July, at which point the role will be reviewed and any possible extension will be considered and discussed.
- The rate of pay will be £12.50 per hour, plus paid holiday allowance, giving £56 per morning.
- Complimentary dining.
- Free parking on site.
- Use of the indoor swimming pool at specified times.