



BEAUDESERT PARK SCHOOL

Job Title: OFFICE ASSISTANT
Reports to: Headmaster
Contract type: Full Time (42.5 hours per week)

Beaudesert Park School, set in 30 acres on Minchinhampton Common, Gloucestershire, is one of the county's leading independent co-educational day & flexi boarding schools for children aged 3 to 13.

The Post

The Office Assistant will be expected to support the Headmaster's PA and the School Secretary/Registrar in the School office.

Working Pattern

Term time: 9am – 6pm (including ½ hour unpaid lunch break)
Monday – Friday
Maximum 2 Saturdays per term 8.20am to 1pm
One week either side of term beginning and ending

Holidays

5 weeks paid holiday and 8 weeks unpaid holiday per annum to be taken in school holidays, plus Bank Holidays.

Key Responsibilities

- Entering absentees onto 3Sys
- Registers
- Fire registers
- Answering telephone calls, re-directing/taking messages where necessary
- Sorting and franking of post
- Dealing with all deliveries
- Greeting visitors where necessary
- Liaising with the minibus drivers at the end of the day
- Filing where necessary
- Secretarial / Office admin
- Mailings where necessary
- Data uploading where necessary onto database

Person Specification

Essential

- Sound knowledge of Microsoft Outlook, Excel and Word
- Good telephone manner
- Self motivated and can think for themselves.
- Good level of literacy and numeracy
- Able to plan and organise a work routine and can prioritise a number of jobs
- Able to work as a member of a team

Desirable

- Experience in working in a school office environment

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

Salary

The salary is £17,350 pa. There is a contributory pension scheme available to all non-teaching staff. Other benefits include life assurance cover, free School meals, use of sports facilities in holidays and free on-site parking.

Safeguarding and pre-employment checks

Beaudesert Park is committed to safeguarding the welfare of children at the School. Therefore this appointment will be subject to a successful Enhanced Disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions, reprimands, warnings, and cautions. The supplied references will be taken up and the School will approach previous employers for information to verify particular experience or qualifications.

Please apply to the Headmaster in writing with full CV and covering letter by Friday 16th June 2017 via post, or email r.hainsworth@bps.school