



St Hilda's School

HARPENDEN

Caring, Curious & Confident

**Office Administrator & Heads PA
Application Pack**

An Independent day school and Nursery in Harpenden
for 2-to-11-year girls and boys in Nursery



Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum as well as a strong focus on wellbeing. The building was substantially extended in 2013 which has seen the addition of 6 new classrooms and an Art Room, together with existing classrooms being enhanced and adapted, including a new STEM Lab, and a Performing Arts Studio created in 2016. The School was most recently inspected by ISI in October 2019 and was deemed excellent in all areas. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 150 girls aged 2½ – 11 years, with boys also in the Nursery, and each class has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.

Caring, Curious and Confident – Our Aims

At St Hilda's, we aim to:

- ✓ Nurture and celebrate the individual
- ✓ Foster an inclusive and welcoming school community where mental health and well-being are at its heart
- ✓ Engage each child in a challenging and diverse range of learning opportunities
- ✓ Inspire each child to realise their unique talents and reach for their full potential

Our values at St Hilda's are celebrated and actively promoted across our school community:

POSITIVITY

INDEPENDENCE

FEARLESSNESS

RESPECT

KINDNESS

RESILIENCE

Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care and we encourage strong communication with parents throughout the children's journey with us.

Our extensive programme of extra-curricular activities has something for every pupil, whether an aspiring scientist or a budding creative artist. From chess to fencing, sport to STEM, our programme of clubs sparks curiosity, develops skills, and – most importantly – means having fun.

A broad range of musical ensembles are run, as well as choirs and singing groups for all voices. Our strong team of peripatetic teachers also covers a wide variety of popular instruments, including singing tuition.



Person Specification

We seek to employ a capable, efficient, friendly and trustworthy person to work in our busy school office 5 days a week, for 36 weeks of the year. The ability to work with all members of the school community is essential, as is a calm manner, a friendly face and a good sense of humour.

The School Administrator will possess excellent customer service, secretarial and database skills and work in an organised and consistent manner. They should be flexible in their approach to work, supporting the team to complete tasks and adapting their own workflow to fit in departmental priorities. As a first point of contact for many prospective families, the post holder must appear smart, professional and approachable at all times, and have a confident and welcoming manner. The ability to communicate clearly, particularly on the telephone, is essential.

The role will also require managing the diary and schedule of the Headmaster and supporting in the smooth running of events, visits and promoting the School. Day to day administration of the school includes many aspects as outlined below, including overseeing the extra-curricular programme and wraparound care.

Experience of working in a school is desirable but not essential. All training will be provided. Complementary lunches and refreshments. Plenty of street parking, a 10-minute walk from Harpenden Station. Local shops 5-minute walk.



School Administrator and Heads PA

Job Description

Responsibilities include:

- Welcoming and escorting of visitors to their destination.
- Acting as the immediate point of contact with parents.
- Management of information received in the Office - to check all office@ emails, distribute, forward and action where necessary, as promptly as possible.
- Supervision of the Office Assistants, delegating appropriate tasks, which may be listed here.
- Ensuring that telephone calls are dealt with in a timely and efficient manner.
- Dealing with pupil problems, including First Aid. Ensuring First aid incidents are recorded and reported, and first aid kits are well stocked.
- Control and monitor pupil's medicines, ensure appropriate forms accompany medicines, checking dates.
- To enter all Headteacher appointments onto the electronic calendar, holding diary meetings and alerting the Headteacher of any possible clashes, reorganising where needed.
- Maintaining School Calendar on MIS system and staff information TV.
- To type correspondence etc. as directed by the Headteacher. To support the Headteacher in any other responsibilities as required, including marketing.
- To take minutes at staff meetings, producing the agenda and disseminating to staff.
- Form VI Confidential reports – set up template. Collate reports from all teachers and input onto one document. Record where reports sent etc.
- End year reports – check, save as PDFs, upload into MIS ready for distribution.
- Sports Day and Church events – to assist with organisation as directed by the Headteacher and office staff.
- Preparing and posting daily attendance lists for Breakfast Club, classes, sports, After School Club, and extra-curricular activities. Maintenance of class registers.
- Set up parents' evenings on Engage, pushing out notifications.
- Calculating charges for activities and extras as required and passing this information onto the Business Manager in time for end of term billing.
- Updating and maintaining the School website, in liaison with other staff. Checking information is current.
- Control of the School's communication and messaging systems. Seek to improve efficiencies in Engage and develop use of it.
- Overall control of the school stationery and its budget.
- Responding to ad hoc requests from staff for reports and assistance.
- Maintaining efficient filing of information in hard or electronic copy.
- Produce programmes and tickets for concerts and productions, liaising with relevant staff for the content.
- Attend and support with Inset days, open mornings, sports day and other school events.

It should be noted that a job description is not an exhaustive list of tasks, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.



Essential Criteria:

Knowledge and experience:

- Proven experience in a front-line customer service/administrative/ secretarial role
- Educated to A-level or above
- Expert knowledge of Microsoft Office applications and databases
- Outstanding customer service skills
- Excellent communications skills
- A willingness and aptitude to learn

Desirable Criteria:

- Experience in a similar role or School
- An understanding of the independent school sector
- First Aid Training & Certificate
- Safeguarding training

Remuneration and Benefits

St Hilda's has its own salary scale, which is in line with the Herts Support Staff Pay Scales, but our academic year is only 34 weeks plus Inset days. The post will be remunerated in the Herts H5-6 pay range £20,507 - £22,315 per year, for 36 weeks (paid pro-rata).

Additional hours can be picked up helping in the holiday clubs out of term time, if that is something you are interested in, giving you a chance to spend more time with the children.

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch / tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Laptop or desktop with Microsoft 365 for school use
- Support with continuing professional development

Work with us

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply for this position please visit the vacancies page on our website <https://www.sthildasharpenden.co.uk/about-us/vacancies/>.

You should email your covering letter and completed job application form should be sent to the Business Manager at bmanager@sthildasharpenden.co.uk or call 01582 712307 to discuss further.

Application Process

Closing date: 10am on Friday, 1st December 2023.

Successful applicants will be called for interview in the following week.

Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

Thank you for taking the time to read this application pack and for considering
St Hilda's Administrator and Heads PA as your next role



Address: St Hilda's School, 28 Douglas Road, Harpenden, Hertfordshire AL5 2ES

Telephone: 01582 712307 **Email:** office@sthildasharpenden.co.uk **Web:** www.sthildasharpenden.co.uk **Headmaster:** Mr Daniel Sayers

St Hilda's School (Harpenden) Limited. Registered in England 01313552
Suite 3 Middlesex House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF