

# Dover Grammar School for Girls

## Applicant Letter and Information



Administration Assistant  
Full Time/Maternity Cover  
Monday -Thursday 8.30am - 5pm  
Friday 8.30 - 4.30pm  
Required: September/October 2023  
Kent Range 6 (£23,801- £25,262)



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards combined with a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students, so the interview will include questions relating to child protection. Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

a: Frith Road, Dover, Kent. CT16 2PZ  
t: 01304 206625  
e: [enquiries@dggs.kent.sch.uk](mailto:enquiries@dggs.kent.sch.uk)  
w: <http://dggs.kent.sch.uk/>  
@dggs\_info



# Dover Grammar School for Girls

## Administration Assistant

### Full Time/Maternity Cover

Required: September/October 2023



Dear Applicant

Thank you for your interest in the post of Full-time/ Maternity Cover Administration Assistant. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools. Dover Grammar School for Girls is a selective school with 666 girls in Key Stage 3 & 4 and a co-educational sixth form of 205 students. We have been oversubscribed for many years and have been consequently rated 'Outstanding' by Ofsted.

The successful applicant will join a highly professional and supportive team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member and have a positive and 'can do' approach.

This post requires an innovative hard working individual who is dedicated, diligent and flexible with a good knowledge of Microsoft office and preferably SIMS. The ability to work under pressure and meet deadlines in an accurate and effective manner is essential.

In short, what makes our school special is that we are a diverse yet united group of individuals working together to ensure that our students, parents and the local community are provided with the highest academic standards, we work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and determination to ensure the highest quality of education and support for our students then we look forward to receiving your letter of interest and completed application form, which can be downloaded from Kent Teach or by clicking the link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=122753>

We reserve the right to close the vacancy early should the right applicant apply, so it is advisable to submit your application as soon as possible.

Yours sincerely

Mr RCF Benson  
Headteacher

# Dover Grammar School for Girls

## Full-time/Maternity Cover Administration Assistant



**Job title:** Administration Assistant

**Report to:** Office Manager

**Hours:** Monday – Thursday 8.30am – 5pm – 1 hour for lunch  
Friday – 8.30am – 4.30pm – 1 hour for lunch

### Purpose of the role:

To provide direct, efficient, flexible and accurate administrative and organisational support to the school Administration team, as directed by the Office Manager.

To provide cover and a back-up service to the school reception if required, as directed by the Office Manager.

### Principal Accountabilities

- Providing an efficient and accurate administrative service, which would include undertaking all administrative types of work and general office duties
- Working as part of a team, determining priorities and meeting strict deadlines
- Working using own initiative and prioritising one's own work and that of others even when under pressure
- Possess excellent verbal and written communication skills appropriate to the need of communicating effectively with colleagues, students, parents, visitors and other professionals
- Processing and distributing all communications by mail, email and telephone
- Establishing and maintaining accurate filing and record systems
- Creating and producing school publications, e.g. Presentation Evening programmes and invitations, as well as providing assistance in arranging school events, and assisting with hospitality for visitors and functions
- Ability to produce high quality social media and internal information posts
- Efficient and accurate data input/collection and maintenance of the school's electronic and paper record systems
- Ability to produce reports on request from data, such as form lists, medical information etc.
- Ability to ensure administrative and clerical tasks are undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Ability to use relevant technology / equipment with an effective use of software packages
- Ability to respond accurately and efficiently to telephone/written enquiries
- Willingness to carrying out any general office duties and requests by the office manager
- Maintaining stationery stocks in the school office and ensure reprographic and office equipment is always ready to use, e.g. toner, paper etc
- Any other duties commensurate with the grade of the post as directed by the office manager

### Essential experience and qualities

- Good standard of general education, including literacy and numeracy
- Excellent and articulate verbal and written communication and presentation skills

- Ability to articulate with confidence, accuracy and competence in digital technology, i.e Microsoft Office: Word, Excel, PowerPoint, Outlook, Office 365, Microsoft Teams, Adobe packages
- Accurate and efficient Keyboard skills
- Ability to set and keep to deadlines
- Willingness and ability to undertake relevant training and identify own development needs
- Ability to develop, and share expertise, knowledge and understanding of different systems, procedures and skills
- Awareness of GDPR and confidentiality issues
- Patience, discretion and a sense of humour
- Self-awareness and sensitivity
- Ability to absorb and understand a wide range of information
- Ability to adapt to changes in the workplace
- Flexible approach and positive attitude towards work
- Willingness to work flexible hours if required
- Ability to balance constantly changing priorities
- Ability to take a proactive approach
- Evidence of excellent attendance and punctuality in present and past employment
- Commitment, knowledge, understanding to equality and the promotion of diversity
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Ability to uphold the values and ethos of Dover Grammar School for Girls
- Commitment to present a professional image in appearance and attitude promoting DGGs as the reception is the first point of contact for most
- Commitment to uphold the highest standards of child protection and safeguarding procedures
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to following and understanding evacuation and emergency procedures
- Commitment to take reasonable care of your own health and safety and that of others
- Engaging actively in the performance management review process and to undertake reviews as required
- Commitment to promote and adhere to the school's policies
- Demonstrate dependability, punctuality and reliability

#### Desirable experience and qualities

- SIMS experience and other school systems
- ParentMail & ParentPay experience
- InVentry experience
- Experience of working in a busy office environment
- Experience working on a busy reception
- Knowledge of school census, records and policies
- Have innovative ideas and thinking