
Candidate Information
PA to the Bursar & HR Administrator
August 2019



Background information on Dover College for applicants

The College was founded in 1871 by local businessmen as a school principally for the local children but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty-five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception – a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel in the Church of England traditions and this reinforces the ethos of friendliness and openness that is now well established – it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was re-named ‘The Junior School’.

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of their school. We have a reputation for outstanding pastoral care and as a result pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum, which is currently undergoing a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging and enriching. Its balance and focus on individual development helps us to stimulate

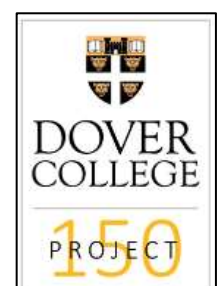
an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added results at GCSE.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that’s why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme which aims to provide them with enjoyment, confidence, skills and fulfilment.

Music forms a pivotal role in all that we do, and the school has a choir and music school that encourages pupils to express themselves through music. We offer after-school care for day pupils until 5.30pm and work hard to ensure that our boarders are given all the opportunities they need to have experiences that are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to contribute to current activities and initiatives and to develop new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information, please visit:
www.dovercollege.org.uk



The Role

Title	PA to the Bursar & HR Administrator
Job Start	August 2019
Report to	The Bursar
Salary	Competitive, dependent on experience
Location	Dover
Contract type	Full-time
Contract term	Permanent

Are you prepared to think differently?

Dover College is seeking a well-organised individual with excellent written and oral communication skills to join the College as the PA to the Bursar & HR Administrator. The successful candidate will provide a first class PA service to the Bursar as well as assisting with HR administration. Duties will be varied, including providing secretarial support to the Bursar in their role as Bursar and Clerk to the Governors and maintenance and support of the College's HR systems and processes. This will involve assisting the HR Administrator with all aspects of recruitment, on-boarding and pre-employment checks, training and absence administration and maintaining the staff database.

You will have a professional approach to work and be able to prioritise workloads to meet critical deadlines. You will be expected to manage your own workload and prioritise work appropriately.

Good personal presentation, a friendly disposition and a willingness to participate in school life are important qualities for this position.

Some HR experience and previous school experience is preferable.

The role is full-time (40 hours per week) with 26 days paid holiday plus paid bank holidays.

Closing date:

Friday 21st June 2019

Interviews:

**Between Monday 24th-Friday 28th
June 2019**

An application form and this information pack may also be downloaded from the school website: www.dovercollege.org.uk/join-the-team

Completed application forms should be accompanied by a covering letter (CVs will not be considered without a fully completed application form) and should be marked Private and Confidential to the HR Administrator, Dover College, Effingham Crescent, Dover, Kent, CT17 9RH or emailed to hr@dovercollege.org.uk

The School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory DBS clearance and satisfactory employment references, which will be taken up prior to the commencement of the post.



Job Description

PA to the Bursar & HR Administrator

Role

To provide professional secretarial support to the Bursar in their role as Bursar and Clerk to the Governors and to maintain the College's HR systems and processes.

Duties

- Offer general secretarial support to Bursar and occasional support to non-teaching departments if required.
- Organise Governors meetings, coordinating documentation and papers as required.
- Assist Bursar with any travel arrangements and course booking and collate their expenses each month.
- Keep up-to-date records of all Governors.
- Filing and archiving as required.
- Assist with outgoing post and arrange maintenance of franking machine as required.
- Coordinate with Examinations Officer on receipt and dispatch of examination material.
- Administer the generic admin email address and forward emails as necessary.
- Answer switchboard and redirect calls as necessary.
- Be able to communicate effectively with staff, pupils, parents, Governors and external agencies.
- Ensure the accident book is kept up-to-date.
- Maintain staff and telephone list for distribution.
- Line manage a junior member of staff.

HR Administrator

Role

To assist with Support Staff HR Administration in coordination with the Headmaster's PA.

Duties

- Create and maintain personnel files and personnel data in electronic form for Support Staff.

- Manage and maintain the Single Central Register in line with the College's Safer Recruitment Policy and in accordance with ISI regulatory compliance.
 - Assist with ensuring the HR department is GDPR compliant.
 - Maintain Support Staff records on the School database (iSams) and develop a personnel database along with systems and processes for analysing and reporting on HR matters.
 - Monitor staff absence and trigger appropriate action, including statutory sick pay and provide reports to the Bursar as necessary.
 - Identify in due time, all non-teaching employees who are contractually due to leave through the expiration of fixed-term contracts.
 - Update the staff handbook and staff policies as necessary ensuring version control is maintained.
 - Ensure compliance of HR function, policies and recruitment procedures.
 - Coordinate the recruitment process of all new starters, including support staff, volunteers, contractors and peripatetics) including processing the appropriate level of DBS checks and safer recruitment checks.
 - Issue offer letters and contracts under discretion from the Headmaster.
 - Issue letters regarding salary changes in accordance with the Headmaster.
 - Liaise with the Accounts Manager and Headmaster's PA to ensure the accuracy and consistency of the payroll database with any personnel records.
 - Carry out overseas checks and other safer recruitment checks as necessary.
 - Coordinate the review of Support Staff probationary periods with Line Managers.
 - Arrange referrals to Occupational Health where necessary.
 - Assist with recruitment matters for non-academic staff such as placing adverts, issuing application details and helping coordination interviews.
-

- Assist with the management of the EduCare database, monitoring staff to ensure they have completed the necessary modules according to their roles.
- In coordination with the Headmaster's PA, manage the EduCare training database, adding and removing people as necessary. Monitor staff to ensure they have completed the necessary modules according to their roles.
- Manage the safeguarding training register for all Support Staff.
- Scheduling interviews and completing paperwork for the interview process.
- Point of contact for all new Support Staff on their first day. Ensuring that their file is complete before they start work.
- Assist the Senior Management and Headmaster's PA on staffing issues such as absenteeism, sickness cover, disciplinary matters and the grievance procedure.
- Take minutes of formal personnel meetings.
- Ensure all correspondence and minutes are provided in good time.
- Any other duties that the Bursar sees fit, providing that such duties are appropriate to the role.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Safeguarding and Protection of Children and Young Persons

This post may involve both direct and indirect contact with children. In accordance with the Children's Act 1989, on appointment, post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced Criminal Record Check from the Disclosure and Barring Service (DBS) as well as other security and reference checks. These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them working with children.

Health and Safety

As an employee you are expected:

- To take reasonable care of your own health and safety;
- To take reasonable care not to put other people – fellow employees and members of the public – at risk by what you do or do not do in the course of your work;
- To co-operate with Dover College, making sure you get proper training and you understand and follow the company's health and safety policies;
- To not interfere with or misuse anything that's been provided for your health, safety or welfare;
- To report any injuries, strains or illnesses you suffer as a results of doing your job;
- To tell Dover College if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury);
- To tell Dover College if you take medication that makes you drowsy (if you drive or operate machinery).



Person Specification

Skills

- System focused with an ability to pick up new systems quickly.
- Highly effective communication skills.
- Good people management skills, able to delegate and escalate as appropriate.
- Ability to work on own initiative.
- Excellent organisation and planning skills.
- Ability to approach confidential matters with discretion, sensitivity and diplomacy.
- Ability to liaise confidently with Senior Management, staff, parents and the wider community.
- Friendly, enthusiastic, approachable.
- CIPD qualified or working towards.
- Trained in safer recruitment practice.
- Confident to work in and experience of a reactive environment.



Experience Required

- Experience of using databases like iSams to maintain personnel records.
- Good experience of using Microsoft Office (Word & Excel) to create templates, mail merges etc.
- Understanding of HR and Payroll processes.
- Understanding of employment legislation.
- Understand the principles of safeguarding in relation to child protection.
- Ability to work under pressure, identify priorities and meet tight deadlines.

Safeguarding and Protection of Children

- Understand the role in the context of safeguarding children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Suitability to work with children.

Equal Opportunities

Commitment to the values and promotion of Equality and Diversity.

Assessment Process

suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.), reference undertaken as well as DBS and other pre-employment security, right to work in the UK checks and identity checks.

About Dover College

Dover College is one of the UK's leading independent co-educational day and boarding Colleges catering for children from the ages of 3 to 18. Our pupils originate from both the local area and from abroad and the College is proud that of its inclusive ethos. Located in beautiful surroundings in the heart of Dover, the College is entering an exciting phase of development and each employee will play a part in helping the College meet its development plan.

Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regenerations, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breath-taking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries; a 3000-year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzing cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock, the Timeball Tower.

Sandwich is a further 10 minutes' drive, filled with medieval architecture and boarding some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquillity, a Lutyens house and Gertrude Jekyll design.

The strip of Kent is home to some truly great golf. Royal St. George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a

challenging down land course. For two more testing links courses head to the Royal Cinque

Ports of Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- www.visitkent.co.uk/
- www.canterbury.co.uk/
- www.english-heritage.org.uk/visit/places/dover-castle
- www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html
- www.nationaltrust.org.uk/the-white-cliffs-of-dover

House prices in Dover (taken from Rightmove 09.01.2019):

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £172,416. Semi-detached properties sold for an average of £235,151, with flats fetching £129,596.

Dover, with an overall average price of £204,971 was cheaper than nearby River (£297,158), Whitfield (£270,463) and Capel-Le-Ferne (£319,960).

Overall sold prices in Dover over the last year were 5% up on the previous year and 15% up on the 2016 level of £178,550.

House prices in Deal (taken from Rightmove 09.01.2019):

Last year most property sales in Deal involved terraced properties which sold for on average £271,098. Semi-detached properties sold for an average price of £284,043, while detached properties fetched £407,537.

Deal, with an overall average price of £288,447, was similar in terms of sold prices to nearby Walmer (£298,596), but was cheaper than Kingsdown (£427,009) and Sandwich (£318,465).

During the last year, sold prices in Deal were 7% up on the previous year and 18% up on 2016 when the average house price was £245,084.