



# LORENDEN

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**School Secretary and Head's PA : required to start between April and July 2020**  
***Full-time or job-share (predominantly term-time), permanent***

1. Introduction
2. Scope
3. Job Description
4. Person Specification
5. Dates and Deadlines

## **Introduction**

Lorenden Prep School is a small, thriving school of approximately 120 pupils with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. 2018 saw Lorenden celebrating its 25th anniversary and we received the highest gradings of 'excellent' in all categories in our inspection. The school is a member of IAPS and an acquired school in the Methodist Independent Schools Trust and won the Swale Business Awards 'Judges' Special Award' for exceptional achievement in October 2019.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for a caring, energetic, friendly, confident, invincible superhuman! You will be right at the centre of the school and will be everything to everyone! This is not a role for the faint-hearted - you will need passion for our environment, the ability to multi-task, to be efficient and hard-working but always within the ethos and spirit of the school. A sense of humour is very important and so is a real desire to contribute to the wellbeing of staff, pupils and parents. Much will depend on you in this small and very busy school.

## Scope

The role is offered as full-time or job-share part-time and permanent, subject to a probationary period.

The successful candidate(s) may start the role any time between April and July 2020. The present postholder is in place until July 2020, but this overlap is intended to give time for the successful candidate(s) to work alongside the present incumbent in order to take the reins over fully for September 2020.

The full-time role is from 7.45am-4.45pm, Monday to Friday during term time with INSET days worked and one day additionally to be worked in school either side of the term. Lunch is provided, as are snacks and drinks.

The part-time job-share roles are 8am-12.30pm or midday-4.30pm, Monday - Friday during term time with INSET days worked and one day additionally either side of term to be worked in school. Snacks and drinks are provided.

The role requires emails to be regularly read and acted upon during holiday periods as necessary (i.e. with regards to enquiries from prospective parents). (n.b this is minimal)

The role reports to the Head.

There are a number of staff INSET days outside of term time, published in advance, which are part of the requirements for the role.

There are a number of events that staff attend including the Summer Fair, Christmas Fair and Speech Day which are required as part of the role.

Salary offered will be subject to qualifications and experience.

## Job Description

*The role is including, but not limited to, the following:*

- Day to day administration of the School
- To provide administrative and confidential service to the Head
- To be responsible for admissions enquiries, energetic and timely follow ups through to enrolment, liaising with all parties and maintenance of the admissions register (s).
- Working under direction of the Bursar for accounts administration.
- Management of all information received in the Office, and via phone, email and website.
- Maintaining the efficient running of the school office.
- To provide a warm welcome to everyone at all times; welcoming and escorting visitors.
- Answering the phone and ensuring calls are dealt with in a timely and efficient manner.
- Liaise with external agencies who visit the school.
- To liaise with parents, staff and pupils as appropriate
- To anticipate and schedule regular events in the school calendar and meetings
- Preparing and posting attendance registers for clubs; maintenance and monitoring of registers.
- Acting as the immediate point of contact for parents.
- Provide timely first aid to pupils (as part of a staff team).
- Responding to emails promptly and with a high level of literacy.
- Control of all incoming and outgoing mail.
- Control of the school's electronic database and systems; entering and maintaining accurate and up to date pupil information for prospective, current and past pupils that is readily available.
- Ensure information is received by pupils' next schools and from their previous schools in a timely
- Generating pupil reports, reviews and other curriculum information for parents, ensuring they are delivered on time.
- Creating and dispatching the weekly newsletter final format from collated staff and pupil input.

- Providing administrative assistance for school events, including generating programmes, as appropriate.
- Providing marketing assistance, including social media.
- Overseeing the school minibus use and arrangements.
- Preparing prospectuses for visiting parents.
- Responding to ad hoc requests from staff for administrative assistance.
- Ensuring school policies are put into practice at all times.
- Ensuring paperwork is ready for ISI inspections.
- Liaising with the Friends of Lorenden
- Maintaining efficient filing of electronic and paper information.
- Maintaining the school calendar and diary.
- Answering the door
- Inviting governors to events.
- Taking minutes at staff briefings and governing committee meetings, and other meetings as required.
- Taking on a key role as part of the School Emergency Management Team
- If working as a job share, then accurate, timely and full liaising with the other role holder is of paramount importance.

## **Person Specification**

### **Qualifications:**

Educated to at least GCSE level, or equivalent, particularly in Maths and English  
Paediatric first aid (or the willingness to undertake training)

### **Essential skills and knowledge:**

Highly effective written and verbal communication skills

Full computer literacy (Microsoft Office or similar - e.g. Google)

Professional at all times.

Fast typing ability.

Ability to input and maintain accurate and up to date records and templates on electronic systems (e.g. Management Information System).

Able to work to a high level independently; use initiative

A team player; ability to work collaboratively with colleagues and wider audiences

Excellent organisational and planning skills

Committed to safeguarding pupils

Ability to relate confidently to all staff, parents and pupils within the school community.

Ability to manage multiple tasks and discipline

Ability to approach all confidential matters with sensitivity, discretion and diplomacy, preserving the integrity of school information and complying with the requirements of GDPR.

Ability to amend and update the school website (after training)

Knowledge and experience of whole school procedures, organisation and structure.

Knowledge and experience of a school environment within administration or in a working environment as a Personal Assistant. (desirable)

### **Personal Qualities:**

Resilient

Supportive and caring

Organised, efficient and able to prioritise in demanding situations.

Adaptable

Kind and honest

Committed and willing to go the extra mile

Always maintain confidentiality  
Good interpersonal skills; the ability to communicate confidently and effectively with a variety of people.  
Enjoy working in a child-centred environment and getting to know the whole school.  
Friendly and approachable to colleagues, parents and pupils.  
The capacity to remain calm and cope with the unexpected.  
Patient.  
Excellent health and time keeping.  
Familiarity with computer systems (online, email, spreadsheets, databases)  
Willing to learn and to improve own practice  
Able or willing to administer first aid.

## **Dates and Deadlines**

*Applicants who wish to visit before submitting an application are welcome to do so - please contact us to arrange.*

Deadline for Applications: Tuesday 25 February 2020, midday

*References will be sought for short-listed candidates prior to the interview date.*

Interview Date: week commencing 2 March 2020

***Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.***

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***