

Position of
SCHOOL OFFICE ASSISTANT
Yarm School,
North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC



WWW.YARMSCHOOL.ORG



THE ROLE

We are looking to recruit a highly competent Senior School Office Assistant with immediate effect into our dynamic and genial Senior School Office Team. The day-to-day role requires efficient completion of a variety of administrative duties, excellent customer service to all stakeholders of the Yarm School community and a knowledgeable support service to all colleagues. The Assistant needs to be able to multitask in a busy and varied office environment and maintain a welcoming, professional and calm demeanour at all times. The role is at the heart of operations at Yarm School, therefore the successful candidate must enjoy and be suited to working in an environment with children.

Although the role is within an education environment, it is a 52 week/year position and attendance during the School holidays as well as term-time is a requirement. The ideal candidate will be enthusiastic to embrace the culture and the inner workings of the School and preferably have previous experience of working in a School Office environment or a similar administrative role.

The successful candidate must be willing to undergo First Aid training if they do not already hold a valid certificate. The hours of work are from 8am to 4.30pm, with a 30 minute unpaid lunch break, Monday to Friday. There is also a requirement as part of the role to attend Open Days throughout the year, which will be paid as overtime. The annual salary for the role is £22,672.

Accountability to: The School Office Manager

THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

GENERAL DUTIES & RESPONSIBILITIES

Administration

- Secretarial administrative support to teaching staff as instructed to do so by the School Office Manager, which will include preparing correspondence and collating information. This will include supporting the Admissions Secretary, the Senior Deputy Head, the Careers Department and Examinations Officer.
- Collaborative diary management for school events and tasks, including responding to queries.
- Letter correspondence to parents, including preparing and proofreading letters, printing, enveloping and labelling within a required deadline.
- Administrative support for the organisation of Parents' Evenings and Open Mornings, as well as attendance at Open Mornings.
- Undertaking other MIS (iSAMS) administration such as maintaining pupil health and dietary records.
- Responsible for filing of all personal correspondence onto pupil files.
- Provide administrative trip support to all school departments as instructed by the School Office Manager. This could include; correspondence with parents or with tour companies; collating pupil responses/consent forms; recording payments for submission to Finance Office and reporting financial costs associated with the trip; setting up and managing payment schedules; managing consent forms including medical/dietary requirements; collating and recording of travel documentation e.g. passports/visas/travel permits etc; booking accommodations/flights/airport parking etc; preparing paperwork for the School's EVC, and trip folders which contain emergency contact information.

Front of house duties

- The Assistant will provide excellent customer service for all parents, visitors, staff and pupils (and any other stakeholders) and that all enquiries are signposted to the correct person and/or dealt with appropriately.
- Provide front of house reception duties where required to cover the School Receptionist and ensure the correct signing in/out process is followed by visitors.
- Answering and directing telephone enquiries/emails, taking and delivering messages as appropriate.
- Selling school merchandise and recording sales if required.
- First aid support for all incidents in and around school; dispensing medication to pupils and ensuring all medication is up to date in preparation for trips/excursions

Incoming and Outgoing Mail

- Receive and distribute incoming mail – internal and external.
- Frank and record outgoing mail from the Senior School.
- Frank outgoing mail from Prep School.
- Be responsible for franking machine supplies e.g ink, labels.

Attendance Records

- To maintain oversight of the pupil 'absence', 'late' and 'permission to sign out' lists, ensuring that information is transferred and recorded correctly in tutor group registers.
- Collate this data and help prepare half-termly absence information for Heads of Year.
- All attendance records on the MIS (iSAMS) must be updated and correct, and in conjunction with the Deputy Head (Academic), they liaise with and report to ISI Inspectors on all matters relating to pupil attendance as appropriate.

PERSON SPECIFICATION

	Essential	Desirable
Personal competencies	<ul style="list-style-type: none"> Excellent attention to detail Ability to multitask Able to follow instructions Good organisational skills and able to work to tight deadlines Good verbal and written communication skills Excellent customer service skills 	<ul style="list-style-type: none"> Handling difficult conversations with a variety of stakeholders
Education/Qualifications	<ul style="list-style-type: none"> GCSEs/NVQ or equivalent 	<ul style="list-style-type: none"> First Aid Qualification
Relevant technical skills	<ul style="list-style-type: none"> IT Competence with packages such as Microsoft Office Suite Or Google equivalents Experience Data Systems 	<ul style="list-style-type: none"> Google Drive iSAMs
Experience in the industry/role/IT	<ul style="list-style-type: none"> Worked in an administrative role or a school setting 	<ul style="list-style-type: none"> Held an administrative role in a education environment
Attitude and behaviours required	<ul style="list-style-type: none"> Affable and caring personality Calm under pressure Team orientated Positive attitude Resilient to challenging situations 	

CONTRACTUAL MATTERS

- The post is offered at a salary of £22, 672.
- Permanent full time contract, 40 hours per week, Monday -Friday, 8.00am to 4.30pm (30 minute unpaid lunch break)
- 52 weeks per year position; availability is mandatory in the School holidays for this role.
- Annual leave is to be taken during the school holidays. 21 days + plus bank holidays. You will accrue one additional day each year, after your first year of employment, up to a maximum of 24 days. Additionally the period between Christmas Eve and New Year where the school is closed, which will be given as additional days.
- We require flexibility to ensure there is cover for Open Mornings throughout the year, which will be paid as overtime at the current hourly rate of pay.
- Pension and life insurance is available for eligible employees
- Access to the School's Employee Benefit Scheme
- No smoking or vaping on the School site
- Free on site parking

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:
[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted by email with a covering letter explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](#).

Deadline: Sunday 20th August

Provisionally shortlisting will take place after the submission deadline with **interviews to be held on Wednesday 23rd August**. We reserve the right to interview and appoint an appropriate candidate prior to the deadlines. Unsuccessful applicants will be advised by email that they have not been shortlisted. Due to the volume of applications that we receive we are unable to provide individual feedback.

All applicants must use the Application Form provided, together with submitting a covering letter to the School Manager, explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. Download the full job description, application form and application process below. All applications must be sent via email to HR@yarmschool.org

Yarm School
 The Friarage
 TS15 9EJ

Tel: 01642 786023