

General information for applicants

Administrator\Receptionist

The Princethorpe Foundation

The Princethorpe Foundation, which is administered by lay trustees, provides coeducational, independent, day schooling in the Catholic tradition for some thirteen hundred children from age two to eighteen years. The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth

The School

Princethorpe College opened in 1966 and occupies a fine former Benedictine monastery which was built in the 1830s in 200 acres of parkland. The origins of the school date back to 1957 when the Missionaries of The Sacred Heart opened St Bede's College in Leamington Spa; the subsequent move to Princethorpe gave an opportunity for expansion.

The school became a lay foundation in 2001, when it merged with St Joseph's School in Kenilworth, resulting in the consolidation of a junior school and nursery on the Kenilworth campus. Crackley Hall is a significant feeder for Princethorpe. In September 2016, The Crescent School, a stand-alone prep school for seventy years in Rugby, also merged with the Princethorpe Foundation.

About one-quarter of the children at Princethorpe are Catholic and the Foundation welcomes children and staff of all denominations. The key catchment area for the school lies in a radius of about twenty-five miles, largely within the conurbations of Coventry, Leamington, Warwick, Kenilworth, Solihull, Stratford, Lutterworth, Banbury and Rugby, all of which enjoy a private bus service.

The Head of Princethorpe, Ed Hester, is Foundation Senior Head and as chief executive chairs the Foundation Executive Committee (FEC) which has responsibility for the day-to-day running of the schools and strategic planning. Financial management, estates, catering, IT systems and marketing for all schools in the foundation are resourced centrally. The head of Crackley Hall, Robert Duigan and the Head of the Crescent, Joe Thackway, are also members of the FEC.

Ed Hester is a member of HMC and the school also has membership of ISA and CISC.

The school continues with a comprehensive investment programme which over the last decade has seen a Sixth Form Centre built, Sports Centre improvements, chapel refurbishment, a new Photography department, update of IT facilities, Music department and classroom refurbishment and restoration of The Roundhouse to provide a stunning multi-purpose meeting, teaching and performing space. *The Limes*, a £4.5m fourteen-classroom teaching wing serving English, Modern Foreign Languages, Academic PE, IT and computing opened in September 2014. An indoor climbing wall and new fitness centre were part of the same project.

Ethos

Princethorpe life extends well beyond just exam preparation. The gospel values of love, service, commitment and forgiveness are central to everything which the school does, underscored by the school motto, *Christus Regnet* – may Christ reign.

Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The school maintains its Catholic tradition through assemblies, morning prayers, Holy Mass, celebrating the sacraments, teaching of Religious Studies and a vibrant Chaplaincy.

The social, cultural, intellectual, spiritual and emotional needs of pupils drive the school which is famed for outstanding levels of pastoral care. The ISI inspection report from April 2014 makes reference to the spiritual, moral, social and cultural development of pupils as being a key strength of the school.

The Local Area

True to its heritage as a fashionable spa resort in the late 18th century and with a population of 50,000, Leamington is a thriving and elegant town of culture, leisure and good eating, with a well-regarded shopping experience comprising the usual range of high street outlets plus a significant number of independents. There are three key green spaces: the Jephson Gardens, Pump Room Gardens and Victoria Park. All of the major supermarkets are present. Swimming, golf, football, rugby, tennis, real tennis, health clubs, galleries, museums and the theatre are all well represented.

Rugby which has a population of 71,000, has an industrial heritage including the development of Whittle's jet engine and is, of course, the birthplace of rugby football; Coventry is famed for its Basil Spence Cathedral where Britten's War requiem was first performed and Warwick has a gentler air boasting the finest mediaeval fortress in the country. Kenilworth has the ruins of a castle, the remains of a medieval monastery, interesting architecture, a huge choice of well-regarded restaurants and a variety of independent retailers.

Communications in this part of the world are excellent, with easy access to the Midlands motorway network, and London is about an hour from stations at Leamington Spa, Rugby and Coventry. Shakespeare's Stratford-upon-Avon and the Cotswolds are a short drive away. There is a huge variety of property at modest prices.

Looking Forward

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 900 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

Plans are in place for *The Close*, a seven laboratory Science block at Princethorpe and *The Gables*, at Crackley Hall, comprising a multi-purpose hall, classrooms and music practice rooms opened in February 2016 and represents a further £2m investment. A new Virtual Learning Environment utilising *Firefly* has been implemented and is being rapidly populated. A pilot study for using tablets and other digital devices in class groups has recently been completed.

Role

To assist with the administration and organisational requirements of the College. Alongside other Reception staff and the Office Manager, the post holder is responsible for the day to day running of the busy Reception office.

The position involves a mixture of administrative support and reception duties with the post holder playing a key part in answering general incoming telephone\visitor enquiries and liaising with pupils and parents; building up a good general knowledge of the workings of the school is a key requisite for the success of this post. Additionally, the post holder will need to balance general duties such as filing and bulk mailings with providing comprehensive administrative support to a mixture of staff, including some senior management.

Interested candidates should ideally have experience in a similar position and will have excellent communication, organisation and customer service skills; the ability to work under pressure and to deadlines in a fast-paced environment; will be articulate, friendly, professional and well presented. Strong IT skills, particularly in Microsoft Office, are essential.

The Administration Team and the role of the Administrator\Receptionist

The Administration team comprises the following posts: Headmaster's PA\Office Manager; two Receptionists\Administrators; Sixth Form Centre Administrator; Pastoral Secretary; Academic Secretary; Reprographics Assistant and Sports Administrator; Recruitment Co-ordinator. Many other support roles exist within the College but fall under different line management. Members of the team do collaborate and some flexibility and cover for other posts is expected.

Professional Duties

Provision of a first-class reception service including the efficient and courteous management of incoming telephone calls and visitors in line with the Foundation's target guidelines.

Provision of general administrative support, for both teaching and support staff including some senior management; some flexibility and cover for other posts is expected.

College database - Production of reports from, and assisting with the accurate maintenance and updating of the College's databases.

Mail - assisting with the efficient handling of all incoming and outgoing mail daily; assisting with the use of the franking meter, ensuring adequate funding and consumables available.

Production and dispatch of regular mailings to parents using e-newsletters, mail merge, mass e-mails and mass texting as appropriate.

Assisting with ordering and maintaining adequate levels of stationery.

Telephone calls - receiving, making and actioning calls via the main telephone switchboard; relaying messages throughout the school.

Operation and maintenance of the College traffic barrier system.

To control access to the school via the Reception Office; meeting and greeting, issuing appropriate badges to visitors and ensuring Safeguarding procedure is adhered to.

Photocopying and filing.

Refreshments - assisting with ensuring that the front of house kitchen is well stocked and maintained; provision of refreshments for senior staff and visitors as necessary.

Responsibility for ensuring the main reception areas are clean and tidy and marketing material is replenished daily.

Meetings - attending and taking minutes as required.

Assisting with supervision of office assistants' administration duties.

To assist with receipt of deliveries of goods and sign for them as appropriate.

Acquisition of new skills, particularly IT related, as required by the developing needs of the business.

Provision of cover in the absence of over administrative staff.

Assisting in the coordination of whole school events as required.

Supporting the marketing of the school, including assisting with preparation for and attendance at open days, entrance examination days and other special events (including some occasional work at weekends\evenings).

Proactive approach to updating office information and procedures (eg telephone lists, electronic and paper filing systems, electronic contact lists etc.).

Full participation in the corporate effort, including adherence to corporate branding.

Maintaining high levels of confidentiality and discretion.

In collaboration with senior managers and the Headmaster's PA, assist as may be necessary in delivering the Foundation's Serious Incident Policy, should an emergency arise.

Other administrative duties as may reasonably be requested.

The Foundation supports continuing professional development through an appraisal system to track and document the skills, knowledge and experience that you gain both formally and informally at work, beyond any initial training. Promotions within the Foundation are encouraged, although it is preferred that employees complete their probationary period for their role before they apply for another advertised role within the Foundation.

Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the deputy head (pastoral) or the headmaster.

House and Pattern of Work

This is a full-time post (37.5 hours per week) required to work all year round.

The working pattern is Monday - Friday 8.30am – 5.00pm (with an hour for lunch).

Benefits include 25 days' holiday per annum plus bank holidays to be taken during Princethorpe College school holidays.

Mandatory Training

Safeguarding and Health and Safety Induction

Person Specification

		Essential	Required	Desirable
Experience/ Knowledge	<p>A minimum of two years' administrative experience</p> <p>Familiarity with school database system or equivalent</p> <p>Administrative experience within a secondary education environment</p> <p>Electronic diary and room bookings management</p>		Y	Y Y Y
Technical job related skills	<p>A high standard of computer literacy including a good working knowledge of Microsoft Word, Excel and Outlook</p> <p>Experience of switchboard operation</p> <p>Touch Typing</p> <p>Experience of minute taking</p>	Y	Y Y	Y
Personal job related skills	<p>Good time management skills and ability to plan and prioritise a varied workload</p> <p>Ability to work on own initiative and as part of a team, interacting effectively with staff at all levels including senior management</p> <p>Excellent verbal and written communication skills</p> <p>Ability to work under pressure and to deadlines</p> <p>Ability to effectively handle enquiries from students, parents and prospective parent</p> <p>Excellent customer service skills</p>	Y Y Y Y Y		
Qualifications	<p>5 GCSEs (including Maths and English)</p> <p>First Aid qualification</p>		Y	Y
Other requirements	<p>Good sense of humour</p>			Y

The Foundation reserves the right to vary tasks, duties and responsibilities at any time and from time to time according to its business needs.

Salary

Starting salary £17,500 - £20,000 (full time equivalent) depending on relevant experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Princethorpe College, The Crescent and Crackley Hall Schools.

General

The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

Members of support staff are welcome to contribute to the extra-curricular programme.

Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk

Recruitment

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The Foundation is an equal-opportunities employer.

Application Form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.

Please address your application to Mrs Carmel Hopkins, Headmaster's PA and Office Manager.

Completed applications should be sent by email to Recruitment@princethorpe.co.uk

or by post to: Mrs Keren Andrews, Recruitment Co-ordinator, Princethorpe College,
Princethorpe, Rugby, CV23 9PX

Closing date: Monday 6 August 2018 at 9.00am with interviews being held on Thursday 9 August. **Candidates are advised to apply immediately as applications will be reviewed as they are received and the closing date may be brought forward.**

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring with them:

Proof of ID and Right to Work in the UK

At least one document must be photographic proof of ID. Please bring:

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

Educational/professional qualifications

- Qualification Certificates as listed on your application form.
If the certificate is in your maiden name then a marriage certificate must be produced.
If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.

Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months