

Office Administrator

The Queen's School is an independent day school for girls aged from 4 to 18, set on two separate sites in the historic City of Chester.

This full-time post will be for 37.5 hours per week from 1 May 2021 ideally, on a scheduled rota basis. Core hours will be 8am–4pm 4 days per week and 10 till 6pm 1 day per week.

The Post

We are looking for a well-motivated Office Administrator to join our office team. The successful candidate must be willing to join the team of first aiders and expect to take on a wide variety of tasks as directed by the Office Manager.

Excellent interpersonal and communication skills and a flexible approach are essential to meet the varied demands of a school environment.

The Queen's School

The Queen's School is a leading selective GSA Independent day school providing education for around 500 girls between the ages of 4 and 18 years.

The school is highly successful, with a strong and consistent emphasis on the needs of individual pupils that focuses on enabling pupils to challenge, question and develop. The Queen's school is well known for its excellent pastoral care, which is a hallmark of its community and underpins the academic focus that characterises the school. The vast majority of our pupils go on to attend their first choice university, including medical and Oxbridge places, and leave the school as confident, articulate and well balanced young women.

The school is situated close to the centre of the thriving, historic city of Chester and a few minutes' cycle ride or drive from the unspoiled countryside of Cheshire, Wirral and North Wales. Manchester and Liverpool are within easy reach, and London is 2.5 hours away via train.

The ISI awarded the school the highest standard of "excellent" in all categories in its most recent inspection.

Working at Queen's The Queen's School has an outstanding reputation for staff and pupil welfare and staff career progression is important. Continuous professional development opportunities are offered, as is specific support for NQTs. The school is a member of the Girls' Schools Association network of schools, enabling access to a wealth of support, information and training.

Teachers at The Queen's School are ambitious for themselves and for the school, but mainly for their pupils, getting to know them as individuals to set challenging but achievable targets. Across all year groups, there is an expectation of excellent results. At the Senior

School, this includes the preparation of students for entry to highly competitive courses, including Oxbridge.

The Queen's School invests proactively in technology to support teaching and learning, and an extensive and well-populated Virtual Learning Environment is well used by all pupils and staff at both the Lower and Senior Schools. All pupils in the Senior School have individual iPads and all teachers (Lower and Senior Schools) are provided with individual iPads to enhance their practice.

Department and Staffing

The office team is managed by the PA to the Headmistress and provides key support to a variety of school functions including the Marketing and Admissions department, Pastoral Team, Senior Leadership Team, HR department and Finance.

Remuneration

- Salary:** Salary will be paid appropriate to the successful candidates experience and according to the Queen's School support staff salary scale.
- Pension:** The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law. Full details will be provided to you with your first salary payment.

Working Hours

- 37.5 hours per week, term-time only plus an additional up to 6 weeks of holiday cover to be agreed in conjunction with the office manager, on a shift rota pattern to ensure that the office is covered by core working hours. Core hours will be 8am–4pm 4 days per week and 10 till 6pm 1 day per week.
- Hours during the school holiday period are 8.30am till 4pm

Interview and Appointment

- Please notify the school if you have any disability for which special arrangements need to be made for either the interview or if the position is offered.
- Candidates should be aware that the appointment will be subject to an enhanced Disclosure and Barring Service check. We hope that applicants will appreciate the need for us to comply with these legal requirements.
- Successful candidates will also be asked to confirm that they are medically fit to carry out the duties associated with this post.

- Employers have a legal duty to verify that new employees are eligible to work in this country, under the Immigration Asylum and Nationality Act 2006. Therefore, the successful candidate will be asked to produce their passport and/or visa before commencing work.
- It is also our policy to ask to see original certificate(s) of qualification(s) upon acceptance of the post. A photocopy will be retained for our records in both cases.

General

To meet with legal requirements please read a copy of our Safer Recruitment Policy, containing our Employment of Ex-offenders Policy, which can be accessed via our website.

Application

The application form and a letter of application, which should be no more than one side of A4, should be addressed to Mrs T Potter, PA to the Headmistress by **24 March 2021** and emailed to recruitment@thequeensschool.co.uk Please note that application without a completed Application Form will not be considered.

Applications will be reviewed regularly in the period up to the deadline and interviews will be held in week commencing **29 March 2021**.

If you have not heard from us **26 March 2021** please assume that your application has not been successful in this instance.

For further information, please visit our website www.thequeensschool.co.uk before you come to the School.

The school is committed to safeguarding and promoting the welfare of our children. Child safety recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.