



St Swithun's
WINCHESTER



Candidate Brief

Prep School Manager

The School:

St Swithun's Prep School, Winchester is an IAPS school for girls aged 4-11 with a co-educational nursery from age 3. The girls benefit from excellent teaching, sporting and recreational facilities.

It adjoins a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. St Swithun's senior school is academically selective and regularly appears in the top 30 schools in the national league tables.



Ethos:

At St Swithun's prep school children's happiness is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils flourish in every way during their time with us. Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous honour and privilege to be a key influence in their development. Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education and we place enormous importance on creative and performing arts. We offer an inclusive, yet appropriately competitive sports programme; and we encourage children to have fun, take risks and get stuck in to all that we have on offer.

Community:

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.

The St Swithuns Learning Community:

Our pre-prep curriculum, including our co-educational nursery and girls-only provision from reception through to year 2, is designed around the children's interests and intrinsic motivations, harnessing their love of asking

questions and allowing them to become independent learners. Passions for learning, literature and life are developed from the earliest of days. Then, throughout our junior classes from year 3 to year 6, we continue to hold the development of character and the pursuit of academic excellence in equally high regard. Children enjoy a weekly timetable that is opulent and varied; it emphasises the core subjects of English, mathematics, science and computing but balances these with a huge amount of sports, humanities, arts, languages and extra-curricular opportunities too. Although we carefully prepare children for successful and stress-free transition to a range of leading independent schools, including our own senior school, we never resort to a meaningless hot-housing approach and remain committed to maintaining a rich and inspiring curriculum.

Location:

The school is set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester is well connected by road, rail, air and sea, allowing convenient and affordable holiday opportunities for staff. There is also easy access to the New Forest, the south coast, and the West Country.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton and Winchester Universities are in close proximity, as are a wide range of good state and independent schools.

Facilities:

The prep school is housed in a state of the art building that opened in September 2015.

The school offers girls excellent teaching, sporting and recreational facilities. As well as the modern prep school building, the school has use of some facilities which it shares with the senior school including a 600 seat auditorium and a full-size swimming pool. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first and second years and those in the upper sixth.

The School is securely financed and this has enabled a continuous development programme over the years, which has made it possible for the School to keep pace with new requirements in terms of curriculum and equipment.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at www.stswithuns.com

The role

The school is seeking to appoint a Prep School Manager. The post holder will report to the Head of the Prep School and will line manage the Prep School Administrator. They will also work closely with the Registrar.

Key responsibilities

- Be a pleasant, professional and efficient face of the school at all times.
- By 9am each day, ensure that all school attendance registers have been duly completed, appropriate telephone conversations have been held with the parents of all absent children, and appropriate evacuation registers are available in paper form should they be necessary. Hand over all details to the Prep School Administrator at the start of their working day.
- Adopt overall responsibility for the administrative functions of the Prep School as a whole; line manage the Administrator to ensure the smooth-running of all matters and assume responsibility for the Prep Office before the Administrator starts their working day.
- Coordinate holiday working arrangements for Prep Office Staff.
- Be a presence in the Prep Office during lunchtime periods or at any other busy times during the day when the Administrator may require additional support.
- Assume responsibility for all pupil record keeping, ensuring all information (including performance data, contact details, emergency contacts, and medical conditions) are up to date and effective.
- Be proactive and anticipate all required meetings, resources and materials that ensure the Prep School runs smoothly.
- Ensure compliance with all aspects of ISI inspection criteria, and make regular reviews to check documentation is up to date. This includes ISI portal management on behalf of the prep school and monitoring of the compliance/policy schedule; ensure all documentation is complete and up-to-date at all times, or provide the Prep School Head with regular reminders if this is not the case, and liaise with key departments e.g. Health and Safety, HR etc.
- Coordinate the programme of pupil assessments of standardised tests, including ordering relevant materials, overseeing a programme for their use, and then recording outcomes on a centralised spreadsheet that forms a central reference point for each child's achievements.
- Coordinate curriculum documentation including a comprehensive curriculum map supported by departmental policies and development plans.
- Oversee the schedule for the creation of pupil reports, including the timescales for staff writing the documents, the Prep School Head approving all documents, and then their dissemination to parents.
- Oversee all arrangements for Parents' Evenings, including the appointment booking process and all necessary catering and cleaning that may be involved with the evenings themselves.
- Complete and return all annual census documentation, including that requested by the ISC and DfE in conjunction with the data manager.
- Organise some school events, including regular book fairs and clubs and visiting speakers.
- Coordinate the new staff induction process.
- Coordinate catering and additional information (EP) requests (day to day and events).
- Coordinate the Prep School Calendar.
- Liaise with FOSS (and as appropriate the marketing and operations departments) regarding Friends of St Swithun's events.
- Maintain efficient communication with the School Council and manage visits to the prep by council members.
- Ensure all documentation requested by the School Council, or due to the Council for their review and approval, is produced and submitted in an appropriate and timely manner.
- In conjunction with the Head, create the weekly parental communication and disseminate it effectively through the SchoolPost system.

- Maintain full and effective pupil records on SIMS and liaise with the HR department where appropriate regarding staff records.
- Liaise with the transport department to maintain accurate records regarding staff MIDAS training.
- Be suitably trained, qualified and enthusiastic to provide Emergency Aid or First Aid to injured children and staff, as necessary, and liaise with the Prep School Head (or their deputy) to decide on appropriate next steps for the pupil.
- Attend the weekly administrative bursary meetings and maintain records as necessary.
- Attend weekly meetings of the Senior Leadership Team, take minutes and disseminate them as appropriate. Follow-up all action points with members of staff concerned and offer assistance as appropriate.

Support to the Prep School Head and Deputy Head

- Be the initial contact for parents, staff and visitors wishing to see the Head and Deputy.
- Greet visitors to the Head and Deputy and ensure their experience is warm and welcoming, including, when appropriate, the provision of refreshments.
- Daily diary management, including daily printouts and links to other documentation, alongside reminders as necessary to the Head and Deputy to ensure timely attendance at all appointments.
- Organisation of meetings, including making appropriate reservations and calendar entries: both for physical meetings in appropriate areas in and out of school, and electronic meetings through platforms such as Microsoft Teams.
- Provide administrative support as required – including, but not limited to, the efficient organisation of documents, records and files, the creation of letters correspondence and the conversion of dictated texts into written form.
- Support the Deputy Head's Safeguarding role, maintaining utmost discretion at all times, including the management of confidential safeguarding information on children joining and leaving the school.
- Monitor the process of regular updates of school documentation- including, but not limited to, all Prep school policies and all documentation such as the SEF, Pre-Inspection Package and Achievement Data upload to the Independent Schools Inspectorate. Provide reminders to named staff on each document both a month and a week before any update is due, and then ensure all revised documents are seen and approved by the Head before replacing and archiving all previous editions.
- Deal with incoming correspondence by email, phone and post.
- Book conferences, courses, meetings and make appropriate travel arrangements.
- Process the expenses of the Head and Deputy.
- Proof-read the Head and Deputy's reports, newsletters and other communications.
- Maintain a shared electronic filing system.
- Assist with the staff recruitment process and maintain staff files, including reminding staff when key documents (such as staff professional review paperwork) are due for update.
- Maintain a record of concerns and complaints.
- Maintain Christmas card and birthday lists, ensuring the Head of Prep is aware of any imminent special days or other causes for celebration within the Prep staff team.
- Liaise with the Head to produce agendas for meetings, such as the weekly staff meeting and SLT meetings, attending such meetings to take minutes, producing these minutes and passing them by the Head for approval, then disseminating them appropriately.
- On request from other schools, liaise with the Head and other members of the Senior Leadership Team, as appropriate, to coordinate and send transfer reports on pupils moving to other schools, or staff references for colleagues who have applied to work elsewhere.

General

- This post carries a high degree of confidentiality and sensitive information and the post holder will be required to respect the absolute confidentiality of such information whilst remaining approachable and open to all sectors of the community.
- All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Head of the Prep School.
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's safeguarding policy and adhere to all other policies set out by the school.
- All staff must comply with the staff code of conduct, setting exemplary standards of behaviour, appearance and attitude.

Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience in a PA role or role involving the administration for teams in a complex organisation • An understanding of a customer-facing, service-driven environment • Excellent interpersonal skills including diplomacy, tact and sensitivity • Outstanding organisational and administration skills, and the ability to work to strict deadlines under pressure through the application of excellent professional judgement. • Outstanding command of spoken and written English, including a friendly and professional telephone manner and the ability to deal with visitors in a calm and courteous manner • A keen eye for detail, exemplary accuracy and a systematic approach to task and project management • A proactive and approach to planning and prioritising work and the ability to use initiative to maintain a high level of output and juggle competing priorities • Excellent IT skills, including Office 365, Excel, Word, Teams and a database • GCSE maths and English or equivalent competency 	<ul style="list-style-type: none"> • School PA/administration experience • Desktop publishing skills • An understanding of marketing principles • Knowledge of SIMS database • Knowledge of school admissions procedures • Knowledge of ISI documentation and inspection processes • A Levels or equivalent • Qualifications in business administration • Degree level qualification • A clean driving licence

Key Skills and Qualities

Essential	Desirable
<ul style="list-style-type: none"> • Exemplary levels of confidentiality and personal integrity when handling sensitive situations • The ability to work as part of a team and support others as necessary 	<ul style="list-style-type: none"> • A willingness to support the wider life of the school and support school events

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| <ul style="list-style-type: none"> • Honesty, generosity, energy, a can-do attitude and a sense of humour • A love of working with children and their families • A professional and friendly manner with all members of the school community • Maintain appropriately professional standards of dress and appearance • Able to identify with and support the school's vision and aims A willingness to go above and beyond (such as volunteering to accompany residential trips on occasion or stay at school to help with school productions) | |
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Terms and Conditions

This is a full time position with a shift pattern which varies between term time and school holiday periods.

Working pattern

- 52 weeks per year, including 7.6 weeks as annual leave (including bank holidays).
- Term Time: Monday to Friday daily working hours 8.00am – 5.00pm, including a half-hour paid lunch break.
- Holiday working: Aside from the periods taken as annual leave, holiday working will be Monday – Friday for 4.25 hours per day.

Annual leave

- 7.6 weeks of annual leave entitlement per year (inclusive of bank holidays)
- Leave for all Prep School Office roles will be coordinated by the Prep School Manager.
- The Prep School Manager may not have leave at the same time as both the Prep School Administrator and Prep School Registrar.
- For 4 weeks of the school holidays (1 week at Christmas, 1 at Easter and the first and last weeks of the summer), two members of office staff must be working.
- For the rest of the holidays at least one member of office staff must be working.
- Annual leave should be booked during the school holidays only. By exception (at the discretion of the Prep School Head) some annual leave may be granted during term time.

The School may also reasonably require you to work at such other times as necessary for the performance of your professional duties. Overtime payments and/or time off in lieu of additional weekly hours worked must be agreed in advance by the Prep School Head or the Bursar.

There may be occasions where an earlier start, or later finish may be required. There are also a number of events in the evening, such as music recitals and productions, as well as occasional weekend events such as the summer fete and support staff may be required to attend some of these. All staff are expected to contribute fully to the wider community and life of the school.

The salary will be competitive and depend on experience and qualifications. The proposed range for this role is between £25,593 and £28,396 per annum. A generous contributory pension scheme is available.

Various benefits are available for St Swithun's employees, including:

- Discount on school fees,

- Discounted corporate gym membership, and use of 'my active discounts'
- Free membership of the school swimming pool,
- Access to the school's staff wellbeing programme,
- Refreshments whilst working, and free meals when required to be at work over a meal time during term time.

There is a probationary period of six months and the appointment is subject to safeguarding checks including satisfactory references and clearance by the Disclosure and Barring Service.



Application Process

Applications must be made on the school application form which can be found at www.stswithuns.com/about-us/staff-vacancies

Please send your completed application form to:

HR Department
St Swithun's School
Alresford Road
Winchester
Hampshire
SO21 1HA
Or by email to recruitment@stswithuns.com



Closing date for applications: 01 February 2021

Interviews: Interviews are anticipated to be held during the week beginning Monday 08 February.

The school reserves the right to appoint prior to the closing date

St Swithun's is a registered charity providing education for girls aged 3-18 (and boys in the nursery) and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Child Protection Statement

Every pupil should feel safe and protected from any form of abuse which, means any kind of physical abuse, emotional abuse, sexual abuse, neglect and peer on peer abuse. All children without exception have the right to protection from abuse. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

The school recognises that, because of their day-to-day contact with pupils, staff are well placed to observe the outward signs of abuse, and reinforces that our approach must be that, "it could happen here". Abused children and 'children in need' are at greater risk of suffering from mental health problems in adult life so early intervention is critical. Intervention to protect children and promote their wellbeing does not just mean thinking about pupils who may be at risk of abuse, but also thinking about pupils who may need intervention as a 'child in need' e.g. a pupil suffering from mental health issues or with a disability. These responsibilities apply to all staff, members of the School Council and volunteers working in the school.

We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.

We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.

The Headteacher ensures that the recommended procedures are followed when recruiting staff.

Application Explanatory Notes

- Applications will only be accepted from candidates completing the school's application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates must be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly this 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.
- In accordance with government guidelines, we may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In cases where this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer wherever possible. If the current/most recent employer does/did not involve work with children, then the second reference should, if applicable, be from the employer with whom the applicant most recently worked with children (or engager if a self-employed or voluntary role). If the applicant has never worked with children previously, then references should be from an employment context, an academic context if this is not applicable, and finally a character reference from someone of 'good standing' in the community. Referees should never be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
 - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
 - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
 - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.
- 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, and possible referral to the police and/or department for education.

Interview

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their [Right to work in the uk.](#)
- Applicants will be required to provide documentation suitable for obtaining a [Disclosure and Barring Service \(DBS\) check.](#)
- Applicants must also be able to show evidence of any qualifications on which their application relies.

Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.
- Satisfactory completion of a probationary period.