

CASUAL ADMINISTRATOR

REQUIRED AS SOON AS POSSIBLE

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

CASUAL ADMINISTRATOR

MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



CASUAL ADMINISTRATOR

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Recruitment at recruitment@jags.org.uk if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Employee Assistance Programme
 - Free lunches

CASUAL ADMINISTRATOR

THE ROLE

JOB TITLE: Casual Administrator

TERMS & CONDITIONS: Holiday and ad hoc cover (zero hours contract), all year round

SALARY: £14.50 per hour plus holiday pay

Overview

JAGS is a busy school with various administrative requirements including reception, reprographics, pupil registration and general admin support. Throughout the year there are always various times when the school requires additional support either due to planned and unplanned absence but also due to the demands of the school. Therefore, this role would be seen as a reserve role that can be called upon during these times. There would be no minimum hours offered but the individual would benefit from being part of the school community enjoying all of the benefits of working at JAGS.

Main responsibilities

To be available short notice to provide cover for various admin functions including Reception, PA cover and general administration.

The range of duties may include but is not limited to:

- Answering the telephone and being first point of contact for incoming calls and visitors
- Re-directing callers as appropriate and delivering telephone messages promptly
- Greeting visitors to the school, ensuring all visitors have completed the sign in protocol, and the appropriate member of staff is informed of arrival
- Maintaining the visiting speakers risk assessment folder
- Receiving and sorting incoming post, sorting and franking outgoing mail (including registered post) and receiving and signing for parcels
- Booking couriers, taxis and flowers as required
- Processing new swipe cards
- Liaising between staff and the operations team for requests for maintenance and/or school keeping services
- Formatting and creating communications to parents
- Inputting and editing student data using the iSAMS database system
- Monitoring completion of student registers and taking follow up action as required
- Managing student lost property
- Assisting students with queries
- Monitoring emails and correspondence for members of SLT
- Managing diaries and appointments for members of SLT
- Organising meetings and events
- Preparing agendas for meetings and taking minutes
- Carrying out basic admin duties to assist the wider administration team
- Undertaking first aid duties as required

CASUAL ADMINISTRATOR

PERSON SPECIFICATION

Operational Excellence

- Educated to A-Level standard or above
- Previous experience of working in a similar environment
- Experience of working in a school office / busy administration department
- Experience of dealing effectively with the general public
- Experience of undertaking a range of administrative tasks
- First Aider Certified or willingness to undertake first aid training
- Ability to build effective working relationships
- Good interpersonal skills and ability to communicate and work with all levels of staff / colleagues within the School
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

CASUAL ADMINISTRATOR

HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

The Head of Junior School, Victoria Goodson, will be happy to answer any questions and can be contacted via her PA Trudy Ward on trudy.ward@jags.org.uk

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or James Allen's Girls' School, 144 East Dulwich Grove, London SE22 8TE.

Closing date : **Midday on Monday 13 May 2024**

Interviews : **Monday 20 May 2024**

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk