



Sutton Valence Preparatory School

Candidate Information

Administration Assistant
Maternity Cover

September 2022

The Post

We are looking for a reliable and well-organised individual to provide maternity cover from September 2022 for one full academic year. The role is a busy, fast-paced position, which requires a strong administrator with an excellent attention to detail. You will be part of a friendly and busy team working on the Reception desk at our Preparatory School. The role requires that you are very organised, a confident user of IT and be familiar with databases. You should be good with people, have excellent communication and interpersonal skills.

The hours of work are 8.00am - 5.30pm Monday, Wednesday and Friday for all weeks during term time. During School holidays, the working hours will be 9.00am - 11.00am Monday, Wednesday and Friday. It is likely that there will be a handover period from mid-August. The salary is circa £12,000 per annum.

Main Tasks

- Assist in providing a responsive and helpful reception service to all visitors to the School and to pupils of the School who visit the office reception area;
- Assist in answering the telephone, taking messages, accurately recording them and either actioning them or passing them on to the appropriate person(s) in a timely manner;
- Ensure colleagues, visitors and telephone callers are treated with courtesy and provided with a welcoming environment;
- Assist with the maintenance of the pupil registration database on a daily basis and the pupil correspondence/contact information;
- Support the School's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with appropriate identification;
- Assist in the opening and distribution of incoming mail;
- Be responsible for the processing of invoices and statements, preparing for payment and liaison with finance staff at the Senior School (SVS);
- Manage the School's petty cash, including liaising with SVS finance staff;
- Complete administration for clubs, activities and teas, including termly letters and billings;
- Ordering of office and school supplies as required;
- Assist with the maintenance and filing of pupils' records;
- Provide support for inputting and retrieving information from iSAMS;

- Hold a valid, full First Aid at Work certificate, provide first aid as required and assist in the depositing of pupil medicines and their administration during the school day and the completion of first aid documentation to include collating, updating and distributing pupil lists of health and dietary information;
- Assist in supporting the Senior Management Team and academic staff with the typing of Word and Excel documents and with reprographics and photocopying;
- Assist with all aspects of the Admissions process, database and procedures for SVPS as required;
- Comply with the School's policies with regard to health and safety undertaking risk assessments as appropriate.

Person Specification

Essential

- GCSE C grade or higher (or equivalent) in Maths and English;
- Excellent communication and interpersonal skills;
- Confident user of IT for communication and database;
- Experience of working in an administrative or financial role ;
- Ability to maintain efficient record keeping/management information systems, providing accurate records and reports as required;
- Ability to work independently, demonstrating initiative and work as part of a team;
- High attention to detail with strong organisational skills;
- Ability to work under pressure and to set timescales;
- The ability to work flexibly;
- Ability to deal with confidential matters with discretion;
- Prepared to hold a first aid certificate.

Desirable

- Previous experience in an educational environment.



Application Process

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Covering letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements.

To apply, complete the [application and monitoring form](#) and email it with a covering letter to hradmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Maidstone, ME17 3HL.

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms, in the absence of good reason.

Closing date: Friday 3rd June 2022

Sutton Valence School is an equal opportunities employer.

Please note: We reserve the right to appoint prior to the closing date.

Benefits to Working at SVS

Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes 14 per cent.



Fee Remission



All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Free School Meals

All staff are provided with free school meals.



Benenden Healthcare Membership



All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month, however, the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.



Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have disabled bays available.



The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

The Senior School, Sutton Valence School (SVS), is located in the village of Sutton Valence. It currently has 560 pupils (11–18), 113 of whom are boarders. It is a school with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Sutton Valence Preparatory School (SVPS) is an independent IAPS 2 – 11 years, co-educational, day school, situated in the glorious Kent countryside less than a mile down a country lane from SVS. There are currently 265 pupils on roll. It is a happy and caring school where the children are supported to reach their potential and they achieve impressively in both academic and co-curricular activities.



Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.



Sutton Valence School

North Street
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www.svs.org.uk

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