

Appointment of

**Part-Time  
School Office Secretary**

From January 2018



## REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School. In 2017 Chinthurst School joined the RGS group of schools.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior schools which have included Dunottar, Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

**[www.reigatestmayrs.org](http://www.reigatestmayrs.org)**

## Part Time School Office Secretary

Reigate St. Mary's School requires a part time School Office Secretary from January 2018 to cover a shift of 7 hours each day including a 1 hour lunch break from 8.00am to 3.00pm Monday to Friday term-time.

The School Office Secretary will work as part of the school admin team to deliver a high level of secretarial support for the school.

The job description is as follows:

- Support for SEN data collection and associated admin.
- Class list – the parents contact database to keep up to date and be point of contact
- Eventbrite – administration of on line invitation system for events
- Whats App – Set up and monitor school trip whats app groups
- School Cameras – coordinate and oversee and ensure that they are cleared and charged
- Electives – Administration relating to after school activities.
- Updating songs on music data base
- Co-ordinate coach bookings
- Ordering of office stationary, badges etc.
- Admin support to School Assemblies
- Co-ordinate Milk ordering for pupils and school
- Updating ISAMs pupil data base
- Answering telephone
- Dealing with Parent's general enquiries and requests and directing to other staff when necessary.
- Supporting teaching staff with photocopying, typing etc
- Taking an active role in fire evacuation as directed by the Fire Officer.
- Providing information for staff/peripatetic teachers/parents/children
- Providing refreshments for visitors, parents and staff when requested by members of the Senior Leadership Team
- Arranging of staff catering for after school and special events – Communication with Catering Manager as necessary and support delivery if requested to assist.
- Oversight of catering stocks for staff room – communication with catering manager as necessary.
- Support and work with the Maintenance staff with admin requirements as necessary e.g. making of appointments, directing of contractors, communication to maintenance staff of changes to the daily arrangements as required.
- Setting up for parents/information evenings – communication to parents – signage etc.
- Undertaking other work at the request of the Headmaster, SLT and Headmaster's Secretary
- Assist the teaching staff with the admin of school trips
- Co-ordinating use, repair and service of admin equipment such as photocopiers, laminators, telephones and VDU display in Beech House.
- Sorting and distribution of post and delivery/collection of internal mail.
- Prepare and distribute various documents throughout the year e.g. after school club information using both hard and e format.
- Prepare and distribute school bulletin and Chronicle
- Prepare and co-ordinate weekly lists and forms for internal use.
- Support the FOSMA committee as appropriate for their meetings and fund raising events.
- Co-ordinate the organisation of the school photographs

- Co-ordinate the sign writing of the honours boards
- Compile and print or arrange printing of programmes for the school such as school calendar and for events such as Sports Day, Harvest Festival and Christmas Concerts.
- Be prepared to cover other member of the support team in their duties for example first aid, reception duties when necessary.

This list is not necessarily exhaustive, however, and the School Office Secretary will be expected to liaise closely with the School Maintenance Team and other members of the School Admin team and may be called upon to perform other tasks as directed by the Head, Deputy Head or the Bursar. The School Office Secretary will be managed by the school office manager and be part of the RSM Bursar's department.

### **Person Specification**

This is a significant role within the school, and high quality applicants are sought.

Essential skills/qualities:

- A pleasant, welcoming and polite manner.
- Reliable, conscientious and trustworthy.
- Ability to work under pressure, and without immediate direction.
- Ability to communicate with a wide variety of people, from governors and visitors to students.

Desirable:

- Experience of secretarial duties, data privacy.
- Experience of administrative tasks, working with website and data base.
- Experience of working in an educational setting.

### **Terms & Conditions**

- This is a term time only, plus 10 days in school holidays, appointment working 30 hours per week. Term dates are published a year in advance on the school website ([www.reigategrammar.org](http://www.reigategrammar.org)). The school normally closes for Public Holidays during term time.
- The School Office Secretary is therefore be expected to work 38 weeks a year, which includes 4 inset days.
- In addition of the 38 weeks pay, 4 weeks holiday will be paid, rising to five weeks after five years.
- There is no uniform. However, it is expected that the School Office Secretary will wear appropriate, smart business wear.
- Non-teaching staff at Reigate St Mary's School are remunerated according to the Local Government scales. The salary offered will be dependent on qualifications and experience.
- There is a six month probationary period, with notice of one week on either side, after which the post will be confirmed as permanent, with one month's notice.
  - An auto enrolment pension scheme is available for eligible employees.
- All staff have free access to the school swimming pool at designated times each week.
- Successful applicants will be required to take an enhanced disclosure by the Criminal Records Bureau.

### **CHILD PROTECTION**

Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Criminal Records Bureau will be sought on all successful applicants. Full details are given on the application form. Other pre-employment checks will include references and a medical assessment.

## **APPLICATIONS**

Applicants are asked to complete the enclosed Application Form and send it with a covering letter and CV by 9am on Wednesday 15th November interviews will take place the week beginning 20<sup>th</sup> November. Candidates should be aware that, in accordance with Child Protection processes, it is customary to take up references before final interview.

Applications may be made by letter or by email to the address below.

Mrs Dawn Holmes  
Human Resources Manager  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

Tel: 01737 22231  
Fax: 01737 217005  
e-mail: [hr@reigategrammar.org](mailto:hr@reigategrammar.org)

***Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.***