



VACANCY INFORMATION

Learning Support Administrator





INTRODUCTION

Thank you for your interest in the post of Learning Support Administrator Royal Grammar School (RGS). In this booklet you will find details about the job, salary and terms and benefits that would apply to you in this role.

As a member of the support staff, you will be part of a large and friendly community of professionals who support our students' education and experience.

The RGS comprises an independent senior and preparatory (prep) boys' day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 315 pupils aged 3 -11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff.

The RGS employs a wide range of functions including Finance, Human Resources, Estates and Grounds to provide full support across all sites.

This is a term time only role. The salary is £22, 227 per annum dependent upon skills and experience.

I look forward to receiving your application in due course.

A handwritten signature in black ink, appearing to be 'J. P. [unclear]', written in a cursive style.

HEADMASTER



SCHOOL VALUES

The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.

Inclusivity

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

Scholarship

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students' minds and inculcate a lifelong love of learning.

Integrity

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

Respect

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

Courage

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

Collaboration

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.



JOB DESCRIPTION

1. Job Purpose

The primary role of the Learning Support Administrator is to support the day-to-day operational and administrative work of the Head of Learning Support and the Learning Support Department, to ensure accurate and timely administration of all matters relating to Learning Support.

2. Job description

2.1 Support the Head of Learning Support in managing the process of assessment and testing for pupils with special educational needs and disabilities.

2.2 Support the Head of Learning Support in managing all aspects of record keeping in relation to pupils' access arrangements.

2.3 Support the Head of Learning Support in maintaining a high standard of record keeping including filing for all pupils with special educational needs and disabilities.

2.4 To manage the logistical aspects of meetings, including inviting parents and liaising with teachers and external professionals to find appropriate times.

2.5 To produce accurate agendas and minutes from all meetings relating to pupils with special educational needs and disabilities.

2.6 To communicate on behalf of the Head of Learning Support with key members of staff and outside agencies to ensure pupils with special educational needs and disabilities receive excellent levels of care and support.

2.7 To communicate on behalf of the Head of Learning Support with parents of pupils with special educational needs and disabilities.

2.8 To support the Head of Learning Support in maintaining timetables and rotas for the Learning Support Department.

2.9 To respond to email, telephone, and other queries as necessary.

2.10 To undertake general office duties such as photocopying, refreshments and filing.



2.11 To undertake other such reasonable tasks as directed by the Head of Learning Support.

2.12 To attend appropriate CPD as required.

3. Skills and Experience

| | Essential | Desirable |
|---|---|---|
| Education/ Qualifications/ Training | <ul style="list-style-type: none">• 5 GCSEs or equivalent, including Mathematics and English• Minute taking• A typing speed of a minimum of 50wpm | <ul style="list-style-type: none">• A typing qualification |
| Experience | <ul style="list-style-type: none">• Secretarial/administrative experience• Experience of liaising with outside agencies and other organisations• Experience of dealing with issues of a confidential nature• Data input experience | <ul style="list-style-type: none">• Minimum of two years' experience of working in a busy office environment• Experience of preparing and controlling data and checking for accuracy• Experience of working in an educational environment |
| Special Knowledge | <ul style="list-style-type: none">• Training in & knowledge of Microsoft Office• Competent in the use of Microsoft Office packages e.g. Word, Excel, Email, Google Forms & Teams• Confident IT skills including excellent word processing• Understanding of confidentiality and dealing with sensitive information appropriately | <ul style="list-style-type: none">• SEN knowledge |
| Skills/ Disposition | <ul style="list-style-type: none">• Ability to plan, organise, prioritise, adapt workload, and manage time effectively• Ability to work on own initiative and as part of a team | <ul style="list-style-type: none">• A willingness to work with boys by running small groups |



| | | |
|--------------------|--|--|
| | <ul style="list-style-type: none"> • An ability to work under pressure and meet strict deadlines • Excellent interpersonal and communication skills • Pleasant telephone manner • Attention to detail - accuracy • Ability to acquire new IT skills • Good organisational and timekeeping skills • Excellent command of written and spoken language • Integrity, discretion, and confidentiality | |
| Personal Qualities | <ul style="list-style-type: none"> • Professional, helpful, and friendly attitude with diplomatic, confident, and efficient manner • Ability to relate well to children and adults • Genuine concern for children's wellbeing and a willingness to go above and beyond to support children with special needs. | |

4. Job requirement

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring Service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

**WORKING FOR THE RGS**

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|---|---|
| Hours of Work | Term-time, 40 hours per week (inc. breaks). 08.30 to 16.30 during term time |
| Remuneration | £22, 227 |
| Working arrangements | Term-time |
| Private Healthcare Scheme | Private medical cover is available for all staff. This is paid for by the School, but is a taxable benefit so there is an indirect cost to the individual |
| Pension Schemes for all staff | All support staff are automatically enrolled into the company pension scheme. The level of contribution by the individual is matched by the school up to 4%. If the individual contributes 5% the school will contribute 10%. |
| Commuting loan | Interest-free loans are available for rail season ticket holders. |
| Charitable Payroll Giving Scheme | The scheme enables employees to donate regularly from their gross pay to charities of their choice |
| Dining | A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time. |
| Free use of school gym | The school gym is available for staff to use at specific times. |
| Parking | Free car parking for all staff provided in the heart of Guildford. |

If you would like to know more about the RGS please visit our website www.rgsg.co.uk.

If you have any questions, please contact the HR Department on 01483 887165 (email recruitment@rgsg.co.uk). The HR department is open from 8.30am to 4.30pm, Monday to Friday.

The closing date for receipt of an application is March 17th 2022. Interviews will be held the week commencing March 21st 2022.



EQUAL OPPORTUNITIES

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

SAFEGUARDING THE WELFARE OF CHILDREN

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

APPLICATION PROCEDURE

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview as will proof of identity and domicile. Candidates unsuccessful at interview will receive written notification.

APPLICATIONS

All applications should be submitted via the RGS website and consist of:

- a covering letter addressed to the Headmaster, Dr JM Cox; and
- a fully completed application form.

Note : The necessary forms may be found on the School website along with the Safeguarding Policy. The School's website is www.rgsg.co.uk