



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

International

Office Assistant and Cover
Supervisor
Candidate Information Pack

INTRODUCTION

The successful candidate will work collaboratively providing administrative support to assist the operations of the School with specific administrative responsibility to the School Office Staff.

Closing date for applications: 9am on Monday 19 June 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£25,000 PER ANNUM

Contract Type

TERM TIME ONLY PLUS
20 DAYS

Pension

CONTRIBUTORY STAKE-
HOLDER PENSION SCHEME

Hours

40 HOURS PER WEEK

THE SCHOOL

Mill Hill International

Opened in September 2015, Mill Hill International is a co-educational boarding and day school for international pupils aged between 13 and 17. The School offers a traditional British education and academic curriculum up to GCSE/IGCSE with specialist EAL teaching.

The School is one of seven in the Mill Hill School Foundation, which comprises Pre-preparatory (Grimsdell), Preparatory Schools (Belmont, Keble Prep and Lyonsdown) and Senior Schools (Mill Hill School and Cobham Hall) as well as the International School.

Mill Hill International has a refurbished campus with modern facilities centred on a historic building dating from 1875. Formerly a girls' school, The Mount School merged with Mill Hill School in 2014 to become Mill Hill International.

We are a short walk from Mill Hill School which sits in 120 acres of magnificent parkland on the edge of the North London Green Belt, providing a wonderful environment in which to work.

Pupils come to Mill Hill International from a wide variety of cultural backgrounds and pupils are highly committed to their academic studies. Boarding is central to our sense of community and pupils at Mill Hill International board alongside their peers at Mill Hill School. We also have a fully integrated co-curricular and Games programme with our aim being that each pupil can explore new interests and build new skills.

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future. The Foundation comprises five independent schools offering co-education from 3–18-year-olds, these include Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior), Mill Hill International and Cobham Hall in Kent (Girls' School 3-17). Combined, the schools have over 700 staff and circa 2000 pupils.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



JOB DESCRIPTION

The list of main duties below is by no means exhaustive but will include the following areas of responsibility:

General

- Supporting the aims and objectives of the Mill Hill School Foundation
- Complying with the Foundation's and School's safeguarding and child protection procedures; and the Safeguarding Code of Conduct
- Complying with the Mill Hill School Foundation Health and Safety Policy
- Carrying out the duties and responsibilities shown below and undertaking such other comparable duties and responsibilities as the Mill Hill School Foundation requires from time to time within the confines of the Mill Hill School Foundation, when so directed by the Head or the Head's representative

Administrative Duties

- Administer pupil data on the School database
- Assist the Head of Academic Operations with creation of timetables such as invigilation and special events
- Provide assistance for the smooth running of internal and external examinations, including invigilation where required
- Update and distribute Handbooks
- Check School Registers and liaise with boarding staff to confirm pupil absences before AM registration
- Ensure all routine office procedures are carried out, including scanning, photocopying and filing
- Produce notices for noticeboards and information screens
- Respond to parental queries about the online Parents and Guardians' Meeting system, SchoolCloud
- Co-ordinate mailshots to parents, agents and guardians
- Locate staff in emergencies
- Assist at School on Open Day as and when required
- Cover Reception as and when required
- Cover school administration as and when required

Operational Duties

- Co-ordinate transport for educational visits and external examinations, with the possibility of training as a Foundation-approved minibus driver
- Administer first aid as and when required, maintaining contact with the Medical Centre
- Liaise with the Head's PA and Receptionist to distribute deliveries
- Carry out reprographic duties for internal examinations
- Operate scanners, printers and photocopiers and liaise with appropriate staff for their maintenance/repairs
- Assist the School Office staff with logistics for events

Cover Supervision Duties

- Supervise whole classes during short term absence of a teacher
- Follow lesson information left by absent teacher, encourage pupils to engage in all activities set and return any completed work to the relevant teacher
- Maintain high standards for pupil behaviour and expectations
- Create a positive learning environment for pupils

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

- Degree level education is also desirable, but not essential
- Awareness, understanding and, ideally, experience of issues relating to safeguarding the health, welfare and safety of children
- High personal and professional standards
- Positive working relationships with colleagues and the ability to work as a member of a team
- Good written and verbal communication skills
- Excellent time management, IT and organisational skills
- Ability to take responsibility and to show initiative
- Motivation to work with children and young people
- Positive attitude to managing pupil behaviour.



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **09:00 on Monday 19 June 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill School Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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millhill.org.uk/international

Mill Hill International

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