



Mill Hill

Instilling values, inspiring minds

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

Mill Hill School

Pastoral Administrator Candidate Information Pack



INTRODUCTION

A pro-active and experienced Administrator is required to join a busy school office. We are looking for an innovative and forward-looking individual who has exceptional organisational skills, high levels of flexibility and adaptability, and the ability to multitask and prioritise an ever-changing workload. The successful post holder will provide high quality administrative support for the School in a busy, fast paced environment.

Closing Date: 9.00am on Thursday 28 September 2023

Interviews will take place week commencing 2 October 2023

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

Key facts about the role:

Contract Type

PERMANENT, TERM TIME ONLY, PLUS 20 DAYS

Reporting to

ATTENDANCE,
SAFEGUARDING AND
WELFARE OFFICER

10 miles

FROM CENTRAL LONDON
WITH EASY ACCESS TO MILL
HILL EAST TUBE STATION

Hours

8.00AM TO 5.00PM

Salary

£26,754

Pension

CONTRIBUTORY
STAKEHOLDER PENSION
SCHEME

‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

THE SCHOOL

Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 885 pupils aged between 13 and 18, of whom 350 are in the Sixth Form.

The School is one of seven in the Mill Hill School Foundation, which comprises Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of the Foundation in 2021, followed by Keble Prep, Lyonsdown School and most recently St Joseph's In The Park.

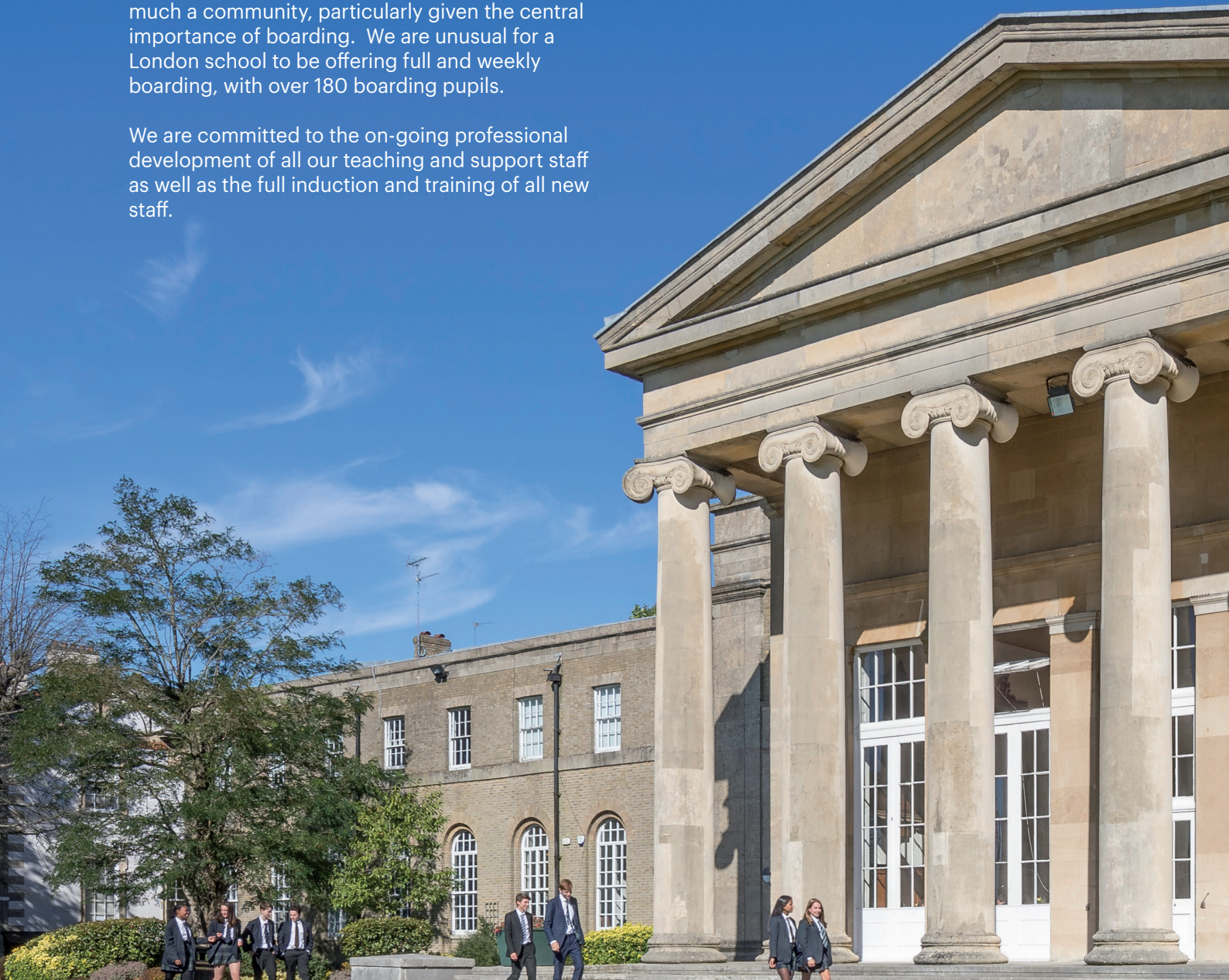
We are situated in a magnificent 120-acre parkland campus on the edge of the north London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding. We are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils.

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.

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.

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 life time whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

Administration

The post holder will support with the pastoral administration of the School including:

- To provide administration support for the Deputy Head (Pastoral) and Pastoral Assistant Heads as required
- To deputise in the absence of the Attendance, Safeguarding and Welfare Officer in ensuring that the School's attendance procedures are followed and any absences, early departures or late arrivals are recorded promptly and accurately. Full training will be provided
- To support with the day to day operation of the School Office
- To book, plan and manage the annual staff, pupil, House, Sports teams and whole school photographs with the School's photographer (Tempest)
- To be responsible for the filing of and maintaining pupil files and preparing new pupil files at the beginning of the academic year
- To provide cover for absent colleagues when required
- To support with administration for the Medical Centre
- To handle telephone enquiries efficiently and courteously and/or passing on to the most appropriate person to help
- To monitor the School Office inbox and dealing with enquiries relating to attendance are dealt with timely and effectively
- To deal with parental enquiries in a polite and efficient manner
- To prepare and send a range of communications to parents and pupils through the School's communication system (SchoolPost). This will include the weekly parental mailings

Pupil Support

- To support the Deputy Head (Pastoral) with sanctions for attendance and punctuality, including the co-ordination and distribution of attendance and punctuality letters for pupils.
- To arrange all lunchtime, School and Head's Detentions (logging detentions, arranging the teacher detention rota and sending written notification of the detention to parents). Notify the Head's PA of any Head's detentions logged
- To provide support with producing reports and contact lists from the School database
- To locate pupils absent from lesson as required
- To refer concerns to the Pastoral

Leadership Team

- To be responsible for checking attendance records prior to the annual School Census (January) ensuring they are accurate and up to date and keeping the School Administrator updated
- To create attendance reports for the Senior Leadership Team and Heads of Department, as required

General

- To provide support to other administrative departments as required
- To ensure that pupil contact information is entered correctly into iSAMS; update contact information as necessary, following notification from parents/guardians
- To assist in the preparation of documents for the beginning of the new academic year
- To participate in training and development activities and programmes and attend and participate in meetings as required
- To comply with the School's policies and procedures, and report all concerns to an appropriate person of Child Protection; Health, Safety and Security; confidentiality, and Data Protection
- To promote a positive image of the School to all staff, parents, and visitors both internally and externally
- To display appropriate conduct, behaviour, and communication skills, displaying a professional but friendly manner, when dealing with pupils, parents, and other members of staff, including a commitment to equal opportunities
- To perform any other duties as requested by the Safeguarding and Welfare Assistant or Senior Leadership Team as commensurate with the post
- To ensure all training is up to date
- To support school wide events both administratively and in person
- To appreciate and support the role of other professionals; establish constructive relationships and communicate with other organisations and stakeholders as required

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 **9:00am on Thursday 28 September 2023**.

Interviews will take place week commencing 2 October 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 Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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