



DOVER COLLEGE



Administrative Assistant

December 2022 or sooner
Candidate Information Pack



DOVER
COLLEGE

Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





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Administrative Assistant

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

Dover College is seeking to appoint an enthusiastic and organised Administrative Assistant to join our team. The ideal candidate will have a clear focus on delivering high quality administrative support to the Prep and Senior School. The successful candidate will deliver a wide range of admin functions and will follow policies and procedures in order to support the effective day to day running of school, working in close partnership with colleagues, parents and students.

It is essential that you have experience of working in an administrative role within a busy office environment and be able to demonstrate a commitment and willingness to work flexibly in order to meet the needs of the Senior School. It is also essential that you have knowledge of common IT systems including databases and Microsoft Office and have strong customer service, organisational and time management skills.

The role is full-time (40 hours per week), term time only (34 weeks per year).

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 5th November 2021 12:00 noon

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications.
Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: EB	REF: LIVE IN ADMINISTRATIVE ASSISTANT
APPROVED: SF	REVISION: 001 DATE: September 2021

JOB PROFILE

REPORTING TO: PA to the Headmaster and Bursar	PURPOSE OF JOB: To provide administrative support to the Prep and Senior School
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KEY RESPONSIBILITIES

- To assist the day to day running of the Prep and Senior School, dealing with ad-hoc parent, pupil and staff enquiries;
- To make and receive phone calls to parents/carers as and when necessary in relation to pupils;
- To provide administrative support as directed by the PA to the Headmaster and Bursar. This may include admissions paperwork or other general administrative tasks, preparing registers and update records and ensure information is shared as required;
- To provide reception cover as necessary;
- Assist with hospitality arrangements for visitors to the school;
- Prepare and distribute routine home / school correspondence for approval by the Headmaster or Deputy Heads and maintain copies of all correspondence to parents;
- Assist with the organisation of school trips and clubs, ensuring all required records and permission slips are available to the organiser;
- Assist in maintaining the school diary and SLT calendars, arranging meetings and visits from external agencies and individuals as required;
- Undertake a range of general administrative tasks to support the efficient operation of the school – including word processing, data entry, photocopying and filing;
- To carry out first aid for pupils (once training has been completed).

KEY RESPONSIBILITIES (CONTINUED)

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To undertake training as necessary;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Headmaster.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • An aptitude for the skills needed to perform effectively in the role, including ability to follow written instructions; • A polite and courteous team player with a friendly and flexible approach to work; • Passion for delivering a high quality standard of work; • Willingness to learn on the job; • A commitment to promoting and safeguarding the welfare of pupils; • Strong IT and written communication skills. 	<ul style="list-style-type: none"> • Driving license; • First aid trained; • Experience of working in a school environment.

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