



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

APPRENTICE OFFICE ADMINISTRATOR

Closing date: Sunday 26 June 2022



THE SCHOOL

Claremont Fan Court School is a co-educational, independent school with over 1000 pupils aged from 2 to 18 years, situated just outside Esher, Surrey. The school is set in the historic landscaped grounds of the 100 acre Claremont Estate. It is a happy, busy and purposeful school with hard working staff and pupils eager to learn.

The Preparatory School is housed in the newly re-furnished Stable Court and White Cottage. These beautiful, historic premises are complemented internally with state-of-the-art teaching walls and specialist teaching areas for science and art. Stable Court opens out onto a walled garden and environment area, a landscaped amphitheatre and outdoor seating area, our playground and sports fields. We share sports, technology, dining and performance facilities with our Senior School.

We set aspirations for our pupils at the highest level and are deeply interested in setting a culture where we all believe we can do a little better tomorrow than we did today. Governors, parents and our local community hold our school in high regard, recognising that ‘something special is going on here’.

There are two classes in Year 3, expanding to three classes in Years 4-6, each with around 20 pupils. Our teaching team is made up of a mixture of generalist and specialist teachers, with timetables devised to make the most of individual teaching strengths. As a values-led



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

An opportunity to train towards a business qualification whilst gaining valuable practical office and administration experience in the Preparatory School.

You will be guided and supported in your role by more experienced staff, and will primarily be based out of the Preparatory school office. However, it is possible that you may also help out in other offices at times, for example admissions and marketing. Out of term time, there will be the opportunity to gain experience and insight into other areas including the bursary, facilities, accounts and human resources.

Day to day responsibilities:

- Printing requests
- Laminating
- Stationery and stock orders
- Admin requests from staff
- Update CQ and recognition monthly/weekly
- Lost property
- Attending school trips
- Scanning new starter information

Learning with a view to ownership of:

- Clarions
- Trip administration
- Daily registers
- Electronic filing
- Photocopier and printer maintenance
- Facilities requests

- Credit card and Amazon receipt reconciling
- Clubs - set up, maintenance, reporting, checking termly invoices

Learning with a view to covering if necessary or assisting:

- Responding to parents - email, in person etc
- Answering the phone
- Catering orders
- SIMS database - basic functions and reports

Develop understanding of the processes involved with:

- Weekly newsletter
- Summer stationery ordering
- Calendar process
- Move Up Day/new starter admin

Other:

- Other ad hoc projects - have previously included sourcing school stamps, sorting uniform queries, collating children's work



PERSON SPECIFICATION

The successful candidate is likely to match the following characteristics:

- Good standard of general education – minimum level 4 (C) grade in English and Maths GCSE
- Reliable and eager to learn
- Good communication skills, written and verbal, and numerate
- Awareness of the importance of confidentiality and the ability to use discretion and sensitivity when required
- Able to listen to instructions and act on them in a busy and fast paced office
- Warm and welcoming, friendly and approachable
- Able to work as part of a small team, working effectively with others as well as occasionally working on your own.
- Good telephone manner, or willingness to develop this, and an ability to take accurate messages
- Strong attention to detail
- Good organisational and problem solving skills
- Willingness to learn or have some knowledge of Outlook, Microsoft Word and Excel
- Committed to own personal development by keeping up to date and on target with own training, seeking new opportunities and challenges, being open to ideas and developing new skills
- Some flexibility and able to work hours very occasionally outside agreed hours to support school events e.g. open mornings (4 per year), parents

evenings, and Summer Meeting (morning of the first Saturday in July).

Desirable Criteria

- Knowledge of and ability to produce basic reports from a database
- First Aid trained or willingness to train



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

Staff feel highly valued and have a strong sense of purpose and teamwork in delivering the common goal of providing pupils with both the very best education and an enjoyable learning experience during their time at the school.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some

of the finest roads used for the road cycle races at the 2012 Olympic Games. Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Terms and conditions:

37.5 hours per week, Monday to Friday, 8.15am to 4.15pm (with half hour lunch break) for 34 weeks and 30 hours per week for an additional 6 weeks outside of term time.

Total working hours 1455 per annum, including all INSETs, summer meeting, open mornings and a parents evening may also be included.

Training: Online and on the job assessment; support and opportunities will be given to complete Business Administration NVQ level 2 or 3.

Salary: £16,000 per annum pro rata. Working 1455 hours, FTE of 85.46%, actual salary £13,674 per annum

Holiday: 25 days plus bank holidays paid pro rata (to be taken out of term time)

Pension: Group pension scheme (employer contribution 12% with 3% employee contribution available from the start)



HOW TO APPLY

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Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. You should provide a covering letter in support of your application addressed to the head of Preparatory School, Mrs Helen Hutton-Attenborough.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 / 473603 should you have any questions or if you have not received an acknowledgement. Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Closing date: Sunday 26 June 2022

Interviews will be held week commencing 27 June 2022



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk

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