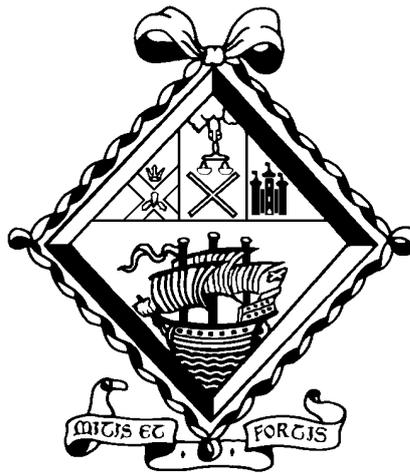


ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

The Mary Erskine School



APPOINTMENT OF ACADEMIC SECRETARY/ADMINISTRATOR (Maternity Cover)

THE SCHOOL

The Mary Erskine School comprises approximately 740 girls aged 12-18. Founded in 1694 by Mary Erskine and the Company of Merchants of the City of Edinburgh to educate and care for the daughters of city burgesses who found themselves in reduced circumstances, it is the oldest girls' school in Scotland and one of the oldest in the whole of the United Kingdom. Throughout its history, the school has been administered by the Edinburgh Merchant Company.

Since 1978 the school has been twinned with **Stewart's Melville College**. Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the **ESMS Junior School**. Senior school boys and girls come together in orchestras, choirs, drama and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has become a genuinely

'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

The Mary Erskine School was inspected by Her Majesty's Inspectors earlier in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year 2012.

The Erskine Stewart's Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart's Melville College or The Mary Erskine School.

BUILDINGS

The school, named The Mary Erskine School in 1944 to mark the 250th anniversary of its foundation, has been housed on various sites in the city - the Cowgate, Bristo, Lauriston and Queen Street - and the buildings are depicted on the engraved glass panels in the entrance hall. In October 1966 the school moved to purpose-built accommodation on the magnificent 38 acre site adjoining Ravelston House. These new facilities have been enhanced by the building of a Sixth Form Centre in 1995 and by the more recent refurbishment of the Science Laboratories, Art Department, Home Economics Department, Careers Department, Library, ICT suite, the provision of two floodlit AstroTurf hockey pitches, and the construction of six new tennis courts.

A new Sports Hall was completed in October 2000. It houses the National Cricket Academy and the Scottish Cricket Offices. A community sports facility is in operation seven days a week, outwith school hours and the project, which is linked to the sports facilities at Queensferry Road, are managed by the Community Sports Development Manager.

CURRICULUM

The Erskine Stewart's Melville Schools are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

The school follows its own curriculum prior to examination years. The Curriculum for Excellence is not followed. Girls generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for girls to sit a combination of eight subjects at National 5 and to proceed to Higher courses in S5. The majority will return for a final year in Sixth Form, with a high proportion taking Advanced Highers. 'A' Levels are offered in Art and in Music.

TEACHERS

There are approximately 80 teachers at the school. They rely on an excellent team of support staff, whose high standards contribute greatly to the quality of the school.

PROFESSIONAL REVIEW AND DEVELOPMENT

All teaching and support staff participate in a three-year cycle of professional review.

THE POST

The post supports the curricular aspect of the school and the successful applicant will act as secretary and administrator to the Director of Studies and to a number of other senior members of staff. This will involve administration and correspondence, including minutes of meetings and diary management and, significantly, the capacity to process data using the school's ICT systems. Experience of audio-typing and/or shorthand would be an advantage.

BASIC FUNCTION	To act as secretarial and administrative assistant to the Director of Studies primarily and to other senior members of staff
ACCOUNTABILITY	Accountable to the Head through the Head's Secretary
RELATIONSHIPS	<ul style="list-style-type: none"> • Work with the Director of Studies primarily • Provide secretarial and administrative assistance to: <ul style="list-style-type: none"> ○ the SQA Coordinator/Timetabler ○ Extra-curricular/Staff Development Coordinator ○ Heads of Department
KEY TASKS	Assist with the curriculum administration of the school

For the Director of Studies

- Administer Heads of Department meetings, arrange catering and produce minutes

Main tasks include:

- subject choice procedures
 - the production of Subject Choice booklets for S3, S5 and Sixth Form
 - tick cross queries
 - subject choice evenings preparation
 - S2 curriculum choices via School Post
 - Single Language letters
 - Produce S2 subject choice interview schedules for Management team
 - Arrange meetings for S4 parents
- issuing school report instructions, checking reports and collating reporting inserts
- the preparation of the annual Booklist and stationery requirements
- unit re-assessment and missed deadline emails and records
- production of reassessment invigilation schedule
- collating internal examination and prelim results
- organisation of CATs testing for S1 and S3 and formatting of results
- diary management and scheduling of meetings with staff and parents
- correspondence with parents
- draft VAPs letters
- collation of annual documentation from Heads of Department
- produce management liaison schedule for Management team
- change of level/set and improving performance letters
- assist with General Knowledge quiz preparation
- produce revision timetable for boarders during exam leave
- record internal moderation of exams
- update HoDs Firefly page
- update various academic spreadsheets
- write up records telephone calls and meetings

For the Extra-Curricular/Staff Development Coordinator

- Diary management & scheduling of PRD meetings with staff
- Year Plan amendment and production on Outlook
- Parental Handbook administration
- Assist with INSET programmes

For the SQA Coordinator

- Enter unit assessment results into PASS
- Enter estimate grades into PASS
- Assist with Appeals procedure, especially with letters to pupils and

	<p>parents</p> <ul style="list-style-type: none"> • Letters to invigilators • Print and distribute exam timetables <p>For the Timetabler</p> <ul style="list-style-type: none"> • Assist with entering the School's curriculum and timetable into PASS • Assist with enrolling pupils into timetabled sets • Produce timetables for pupils, tutors and office • Enter subject changes throughout session as required and issue Subject Change Letters • Keep pupils' timetables in office updated • Assist with correspondence to parents
ADDITIONAL TASKS	<ul style="list-style-type: none"> • Analysis of pupil exams and extracurricular activities to determine pupils to be awarded SI-2 Baccalaureate • Administration for school trips, in particular the S3 Carbisdale project every two years • Collate S3 AAAs for SfL department • Office and DoS Filing • Collate information for Standards & Quality report • Provide additional ICT training for admin staff as required • Type documentation and assist with general tasks as directed by the Head's Secretary or a member of the Management Team throughout the school session and school holidays as required • Cover Reception in Receptionist's absence

REMUNERATION AND OTHER CONSIDERATIONS

Hours of Work: 8.30 am to 4.30 pm with 45 minutes (unpaid) for lunch, a paid working week of 36¼ hours. There is entitlement to a free school lunch during term time.

Holidays: Entitlement is to 30 days' annual holiday leave, plus 10 days' statutory holiday at Christmas and Easter, when the school is closed. Annual leave should be taken during school holiday periods, and the schools' holiday year runs from January to December.

Salary: Salary will be dependent on qualifications and experience. The salary range is from £21,567 to £22,698 per annum (Points F20-F22 on the ESMS Support Staff salary scales as at 1 April 2017). Salaries are reviewed annually on 1 April.

Pension: Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

All staff have access to the schools' Sports Centres and Swimming Pool, free of charge.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

APPOINTMENT PROCEDURE

A letter of application, addressed to Mrs Linda A Moule, Vice Principal and Head of the MES Senior School, enclosing a full *Curriculum Vitae* and the names and contact details of two referees, should be sent by email to recruitment@esms.org.uk or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained.

The closing date is Thursday 3 August 2017.