

ERSKINE STEWART'S MELVILLE SCHOOLS

ESMS JUNIOR SCHOOL



APPOINTMENT OF ADMINISTRATIVE ASSISTANT

ESMS

The Mary Erskine School, Stewart's Melville College and the ESMS Junior School are administered by the Company of Merchants of the City of Edinburgh. Since 1989, powers have been devolved to the ESMS Governing Council, a sub-committee of The Merchant Company Education Board.

Since 1978 there have been two Senior Schools and a Junior School. An overall roll of over 2700 pupils reflects parental belief that their sons and daughters are obtaining an ideal combination of co-education and single-sex schooling. The complete 'twinning' of the Sixth Form since August 1999 was the logical culmination of two decades of parallel and complementary development by the two Senior Schools.

The schools are predominantly for day pupils, but there are two boarding houses for approximately sixty girls and boys in the grounds of Stewart's Melville College and these reinforce a powerful sense of community. All three schools are characterised by high academic standards and by fine reputations in music, sport and a wide range of extra-curricular activities.

The values of the schools rest on the belief in the uniqueness of each individual boy and girl. The schools attach great importance to pastoral care.

ESMS JUNIOR SCHOOL

The ESMS Junior School is a large, co-educational independent junior school of over 1200 children, who automatically become members of either The Mary Erskine School (the girls' school) or Stewart's Melville College (the boys' school) when they finish Primary 7.

The Junior School has excellent facilities as well as sharing those of the two senior schools. The ethos of the school is that each child's individuality is nurtured within a structured and disciplined framework. It is the belief that happy children will achieve more academically and in extra-curricular activities. The atmosphere is therefore a caring one with great emphasis on encouraging children to take part in the many opportunities open to them. Children are helped to take responsibility, they are challenged academically, and they learn to make choices and develop confidence in a supportive and positive environment in which the nine values, common across all three schools, are central to everything and are emphasised at all times as an integral element of the school's provision. The schools' values are kindness, appreciation, integrity, respect, grace, responsibility, enthusiasm, commitment and confidence.

The Nursery and Primary 1-3 classrooms are situated within the grounds of The Mary Erskine School at Ravelston and Primary 4-7 children are based within the grounds of Stewart's Melville College at Queensferry Road, one mile to the east.

STAFF

There are approximately 85 teachers in the ESMS Junior School. They are supported by an excellent team of support staff, whose high standards make a major contribution 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

- Basic Function:** To assist with administrative tasks, as required, in the Junior School Office on the Queensferry Road site.
- Accountability:** To the Headmaster, the Office Manager and the Admissions Secretary.
- Authority:** As delegated by the Headmaster, Office Manager and other members of the Management Team.
- Relationships:** The Administrative Assistant works closely with the other staff in the Junior and Senior School Offices.

Key Tasks:

- Administrative support to the Admissions Secretary.
- To carry out Junior School Office typing, including transcribing digital dictation incorporating letters, emails, reports, and minutes of various meetings.
- Junior School trips administration support.
- To share responsibility with other Queensferry Road staff to help and support children by listening to the concerns children express and helping to answer their day-to-day inquiries.
- Along with other Junior School Office staff, to manage School Post communication with parents.
- Along with other Junior School Office staff, to welcome visitors who arrive at the Office to meet with the Headmaster. To ascertain that these visitors have been given Visitor Badges to ensure the security of the site.

Other Tasks:

- To provide administrative support as directed by the Office Manager or by members of management within the Junior School, which may be reasonably requested in support of the Junior School's function. This might include any of the following:
 - i) Maintenance of pupil files
 - ii) Recording of charity fundraising events
 - iii) Archiving of former pupil files
 - iv) Junior School events including external shows

Key Skills required:

- High level of competence with Microsoft software packages (particularly Word, Outlook and Excel) - to be able to work with tables, spreadsheets and mail merge.
- Ability to be flexible and work as part of a team within a busy environment.
- Excellent inter-personal skills with an ability to remain calm, polite and cheerful!
- The ability to forward plan and work to deadlines.
- Reliability, dependability and ability to show initiative.
- Ability to forge good working relationships with a large cross-section of staff.
- Experience of working with educational databases would be an advantage but not essential.
- Accurate secretarial skills together with an excellent grasp of grammar.

- An interest in the learning environment.

REMUNERATION AND OTHER CONSIDERATIONS

Hours of Work: 8.30 am to 4.30 pm, Monday to Friday, 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 schools are closed. Annual leave should normally be taken during school holiday periods, and the schools' holiday year runs from January to December.

Salary: The salary will reflect relevant experience. The starting salary is likely to be from £19,152 to £19,944 (Points E15-E17 on the ESMS Support Staff Salary scales as at 1 April 2017). Salaries are reviewed annually on 1 April.

Pension: The successful applicant will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

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

APPOINTMENT PROCEDURES

Applications should be in the form of a letter, addressed to Mr Mike Kane, Headmaster, and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They 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.

The closing date is Thursday 30 November 2017.