



## JOB DESCRIPTION



### Academic Administrator

8.00am – 1.00pm Monday to Friday

Term time plus two weeks

#### About Cokethorpe

Cokethorpe is an independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning.

It is a busy, purposeful school in which positive relations develop and exciting and varied opportunities arise.

#### From the Bursar

I hope this document provides you with all you need in order to move forward with your application. If you are left with questions, please get in touch with our HR Department; we very much look forward to receiving your application.



Cokethorpe is a special place to work, and you will certainly feel this from the moment you arrive, visitors are given a warm welcome and you will notice that people meet your eye and offer a cheery hello.

The culture at Cokethorpe is collaborative and supportive, each department works hard towards delivering their objectives but will always make time to support colleagues, be it a supportive conversation over a cappuccino from the onsite UE Coffee Shop, working together on a whole School event or simply sharing knowledge and skills.

Harriet Stapleton  
Bursar, Cokethorpe School

#### Job Description

**Reporting to:** Director of Studies

**Main Purpose:** To provide administrative support to the Director of Studies. This role provides support which enables the delivery of a rigorous academic agenda. The successful candidate will have day to day responsibility for academic and administrative tasks under the guidance of the Director of Studies.

#### Duties:

##### Academic Administration

- Maintenance of academic information on iSAMS, including the allocation of rooms, class teachers, subject sets etc., in conjunction with the Data and MIS Manager
- Administration of daily cover allocation, and the creation of a Priority Cover timetable
- Creation of academic report templates and processing of reports for publication
- Oversight of the options process on entry to Third Form, GCSE and A Level
- Organisation of appointments for Progress Review Evening, using the Parents Booking software, and set up of rooms
- Provide support as required for the Data and MIS Manager.

##### Administrative support to the Director of Studies

- Maintain the Director of Studies' calendar, arranging meetings as appropriate
- Coordinate communications from the Director of Studies
- Liaise with Heads of Department to ensure that content regarding options at GCSE and A Level is accurate
- Oversee the organisation of the Lower School internal examinations week
- Coordinate production of the annual Prize Giving Programme and ensure that the prizes are organised and communicated effectively.

## General

- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy
- Promote fundamental British values
- Comply with the requirements of the health and Safety at Work Regulations. Taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out
- To acknowledge that in the course of employment you will have access to Confidential Information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School; or otherwise disclose or make use of any Confidential Information relating to or belonging to the School.

The above list is not exhaustive and the job holder may be required to undertake duties which are broadly in line with these responsibilities.

## Benefits

- Enrolment in the Aviva APTIS defined Pension Scheme with up to 8% employer contribution
- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Common Room Refreshments during term time
- Free use of the School's Coffee Shop in association with UE Coffee Roasters
- Free parking on site
- A number of subsidised social events organised by the Common Room Committee
- Annual Flu Vaccination.

## Appointment of Staff

### To apply

Interested candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources on [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) before the closing date.

- A covering letter explaining your suitability for the role addressed to Mr Andrew Uglow, Director of Studies
- A completed Cokethorpe School support staff application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date.

Application forms are available on request via post or can be downloaded below. To receive a form by mail, please email [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) with your full name and address, along with the position you are interested in.

**Deadline for applications:** Friday 10 May 2024. Early applications are encouraged.

**Interview Date:** w/c 20 May. Interviews may take place before the closing date for suitable candidates.

**Appointment Date:** As soon as possible.

**Hours:** Monday to Friday, 8.00am to 1.00pm, term time, plus an additional two weeks during school holiday time.

**Salary:** £14,400 - £16,800 pro-rata (£27,000 - £31,500 FTE)

## Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Board/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equal Opportunities Policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.