



## MARLBOROUGH COLLEGE

### Job Description

<b>POSITION:</b>	Administration Assistant (Travel Team)
<b>DEPARTMENT:</b>	Bursary
<b>REPORTING TO:</b>	Administration Manager and iSAMS Lead
<b>SALARY:</b>	Available on request
<b>HOURS OF WORK:</b>	35 hours per week, Monday to Friday. Term Time with an additional 25 days per year to provide holiday cover for Reception.

### REPORTING:

#### The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

### **Marlborough College Mission**

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

### **Key purpose of the role**

To provide a professional administrative service for transport bookings and administrative support to various Departments within the College.

### **Main areas of the role**

Administrative support including School Reports, formatting of documents, typing and other administrative tasks. Provide support to the Administration Manager in providing a comprehensive administration service to senior members of College Staff.

### **Key Responsibilities**

#### **Under the direction of the Administration Manager:**

- Student travel arrangements; liaise with various travel companies regarding the booking of taxis, minibuses and coaches. Deal with travel requests, via the online booking system. Help with enquiries from Housemasters/Housemistresses, Dames and parents via telephone and email, for all exeat weekends, half-terms and end of term arrangements.
- Supporting the Administration Manager in a variety of administrative tasks as required.
- Administration assistance to Academic Departments, including the College Chaplain as well as assistance to members of teaching staff.
- Provide second line support to Reception. This includes answering the telephone and greeting/signing in visitors.
- Holiday cover for the Administration Assistant during the College holidays and occasional Saturday (Reception) during term time to cover staff absence.
- Use iSAMS to produce reports as requested, which will include House registers

The above responsibilities are illustrative and the post holder will be expected to undertake duties as agreed in annual objectives and as may be reasonably allocated by the Administration Manager.

## Person Specification

	Essential	Desirable
<b>Education and qualifications</b>		
Grade 4 at GCSE English and Maths		✓
<b>Knowledge and Experience</b>		
An excellent understanding and working knowledge of Microsoft Word, Excel, using mail merge and Outlook diary management	✓	
Ability to learn and use the specialist College database (iSAMS)	✓	
Experience of using specialist school management software		✓
<b>Skills and Abilities</b>		
Attention to detail and accuracy to work, while remaining focused and observant	✓	
A First-class telephone and personal manner, including an ability to engage with individuals	✓	
Ability to work in a busy environment with interruptions	✓	
Good Communication Skills and a cheerful approach	✓	
Enjoy working with people	✓	
Flexibility to meet demands of the job, which will include cover for holidays	✓	
Ability to handle confidential information with complete discretion	✓	
Quick to learn and ability to prioritise tasks		✓
An enthusiastic Approach to both routine tasks and unexpected challenges		✓

## General Responsibilities

### Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

### Safeguarding

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

Marlborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The College is an educational charity and equal opportunities employer.

### Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

## **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

## **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

## **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....