



Stephen Perse

Cambridge

# Administrative Assistant (Estates) JD & PS

[stephenperse.com/currentvacancies](https://stephenperse.com/currentvacancies)

## History of Stephen Perse

The Perse Girls School, founded in 1818, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.



*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**

*Principal*

# Administrative Assistant

## Responsible to: Director of Operations

**Location: Stephen Perse Cambridge Senior School and all sites**

### Role Description

The Administrative Assistant for the Estates Department is responsible for assisting with the smooth running of the Estates department and the carrying out of the administrative functions of the Shared Services team supporting the Director of Operations, Logistic Manager and Planned Maintenance and Projects Manager.

This is a wide-ranging and responsible role requiring strong administrative, IT, organisational and communication skills. We are seeking a highly motivated and detailed driven individual to join our dynamic estates department, contributing to the smoothing running of the department and efficient upkeep of our facilities.

### Main Responsibilities

#### Estates:

- Be the first point of contact for our Estates department. Answering phones, greeting visitors and contractors professionally, addressing enquiries

related to Estates department.

- Ensuring a professional response to all telephone, email and in-person enquiries from parents, staff and other stakeholders.
- Responsible for processing work order requests via the Estates department ticketing systems promptly and effectively. This includes logging requests in the designated ticketing system, communicating with staff and external contractors, tracking status of tickets submitted across the Stephen Perse sites and assigning in-coming tickets to the appropriate person.
- Liaise with the Maintenance Manager and Planned Maintenance and Project Manager on ticket received.
- Assist the Logistics manager with Inventory Management. Assisting with maintaining accurate inventory levels of office supplies, equipment, furniture and spare parts used by the Estates team. This will involve assisting with ordering supplies and potentially processing invoices in correspondence with the various processes in place.
- Assist the Logistic Manager with

porting, events and transports requests via the Estates department ticketing system.

- Assist the Logistic Manager where required with filing and record keeping of vehicles insurance, MOT, Tax, maintenance checks and servicing.
- Assist the Logistic Manager where possible with updating drivers schedules.
- Assist the Estates department with booking relevant training as requested by the Director of Operations, Planned Maintenance and Projects Manager, and Maintenance Manager such as MiDAS and IPAF training
- Assist the Planned Maintenance and Projects Manager where required with booking and scheduling planned preventative maintenance and statutory inspections for buildings, plant and equipment and assisting with maintaining associated records where required.
- Assist the Director of Operations with scheduling meetings and appointments. This may include preparing agendas, taking minutes ensuring timely

distribution and preparing documents.

- Assist with preparing reports and presentations on status of Estates ticketing system.
- Assist with inputting and compiling data.
- Assist with tracking expenses against budget.
- Basic understanding of CAD, to assist with drawings for buildings services and floor plans.
- Prepare maintenance purchase orders, obtain quotations and liaise with suppliers.
- Manage external contractor records liaising with HR on external service providers' DBS, contractors ID checks, insurance, qualification, etc.
- Maintain the maintenance calendar; ensuring that site visits and contractor visits/appointments are logged and communicated with the relevant stakeholders to ensure compliance with health and safety requirements, as well as safeguarding regulations.
- Maintain the effective filing within the Estates drive.
- General day to day administrative tasks of the Estates department assisting with general administration tasks such as; ordering, data inputting, Estate's drive, electronic filing system, purchase orders, obtain quotations, liaise with suppliers.

### General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Undertake other duties as agreed with the leadership team.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.

- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

### Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

# Person Specification

	Essential	Desirable	Assessment Method
Qualifications			Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	<p>3 years of experience working in an administrative role</p> <p>Excellent organisational, time management, and multitasking skills</p> <p>Strong communication and interpersonal skills, with the ability to interact effectively with different stakeholders</p> <p>Proficient in Microsoft Office Suite/Google</p>	<p>Experience working in an educational setting</p> <p>Experience with facilities management software</p>	Application Form
Skills & Aptitudes	<p>Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required</p> <p>Ability to learn and adapt to new technologies and software programs.</p> <p>A keen eye for detail and a commitment to accuracy.</p> <p>Ability to work independently and as part of a team</p>		Interview
Personal Attributes	<p>Professional attitude to colleagues and working environment</p> <p>Takes pride in work</p> <p>Friendly, approachable personality with a cheerful disposition</p>		Interview

## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

37.5 hours per week, 5 days per week.  
Hours to be agreed between 8-5pm.

## Salary

£24,677 per annum.



## Benefits

- 30 days holiday plus bank holidays and Christmas closure (pro rata for part time)
- Contributory pension scheme - matching up to 7%\*
- Salary sacrifice tech and cycle to work schemes.
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Private health and dental plan subscriptions (pro rata for part time).
- A staff discount on School Fees of 25% (pro rata for part time) should staff have a child at any school (from Kindergarten Year upwards) within Stephen Perse.

\*Eligibility criteria applies.

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>





Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form. Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com). We are unable to accept CVs.

### The Recruitment Process

- Closing date for applications:  
**Tuesday 7 May 2024.**
- Interviews will take place:  
**Friday 10 May 2024.**

**References may be taken up before interview.**

### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

[stephenperse.com](http://stephenperse.com)



Charity No: 1120608