

## ERSKINE STEWART'S MELVILLE SCHOOLS



### Job Description

#### Administration Assistant

#### Purpose of Job

To support the administrative function of the Leadership team in the Junior School at Ravelston.

#### Accountability

The Administration Assistant is accountable to the Senior Deputy Head Early Education for the day-to-day tasks.

#### Authority and Direct Reports

The Administration Assistant has authority as delegated by the Senior Deputy Head and other promoted staff.

#### Key Relationships

The Administration Assistant works closely with the Ravelston based JS Office staff, with Class Teachers at Ravelston and with the JS Leadership team at Ravelston.

#### The Post:

#### Key Responsibilities

#### Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

#### Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

#### Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual

- respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

### **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

### **Supporting the leadership of the Schools/ Duties and Responsibilities**

- Assist with diary management and Admin support for Senior Deputy Head, Deputy Head and Head of Nursery at Ravelston
- Taking of minutes at meetings, recording of minutes and distribution
- Production of documents for staff and parents
- Assistance with School office communication including School post
- Cover in Reception, as required
- Assist with welcome Mornings administration/preparation
- Open Day administration/preparation
- Updating information for transition process including class compilation and letters for each stage
- External assessment, preparation of assessments, passing to Head and logging of data
- Assist with Primary 1 assessment week organisation and collation of information
- Working with the Head of Admissions to onboard new families, including organising welcome sessions, emails
- Assist with organising transition events for current pupils
- Assisting with club administration
- General adhoc admin tasks as required
- Answering general enquiries from staff
- Supporting the smooth running of the Junior School

### **Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in administrative roles, ideally supporting senior leadership.</li> <li>Experience handling sensitive/confidential information appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in a school or education setting.</li> <li>Experience organising or supporting events such as Open Days and Welcome Mornings.</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Competent in the use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other office systems.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant administration or business qualification (e.g., SVQ/NVQ Level 2 or 3)</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>Strong organisational skills with the ability to</li> </ul>	<ul style="list-style-type: none"> <li>Proactive problem solver, able to</li> </ul>

	<p>prioritise and meet deadlines.</p> <ul style="list-style-type: none"> <li>• High level of attention to detail and accuracy in written work and data entry.</li> <li>• Flexible and adaptable, able to cope with changing priorities or urgent tasks.</li> </ul>	<p>anticipate needs and act on initiative.</p> <ul style="list-style-type: none"> <li>• Ability to work effectively both independently and as part of a team.</li> <li>• Confident in dealing professionally with a range of stakeholders including staff, parents, and visitors.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High level of accountability, taking ownership of tasks and seeing them through to completion.</li> <li>• Flexibility to assist with a range of tasks across the school as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Resilience and calmness under pressure, especially during busy periods like events or assessment weeks.</li> <li>• Enthusiasm and a positive, 'can-do' attitude.</li> </ul>

### **Development of Self and Empowerment of Others**

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Uses courage, care and curiosity to deal with conflict.

### **REMUNERATIONS AND OTHER CONSIDERATIONS**

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

#### **The post**

This is a temporary, part time and term time only position available from 13 August 2025 (subject to satisfactory pre-employment checks) until July 2026. The postholder will also be required to work two additional weeks during the school holidays.

#### **Hours of Work**

The hours of work will be part-time as follows –

- Monday 8am to 4pm with 30 minutes unpaid for lunch
- Tuesday 11am to 4pm
- Thursday 8am to 4pm with 30 minutes unpaid for lunch
- Friday 11am to 4pm.

A paid working week of 25 hours. A free school lunch is available during term time.

<b>Salary</b>	As this is a part time role, the pro rata salary range for this post is £15,381- £15,930 per annum and will reflect qualifications and relevant experience (ESMS Support Staff E Scale).
<b>Holiday</b>	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
<b>Location</b>	The postholder will be based at the Junior School on the Ravelston site.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Pension</b>	Candidates will be enrolled automatically into the School Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on Wednesday, 21 May 2025. We anticipate interviews will be held week commencing 2 June 2025.**