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**The Compass School**

Appointment of

**Office & Admissions Manager**

**& Clerk to the Board of Governors**

From end of September 2024

Applications are invited from well-qualified, enthusiastic and committed candidates who have the ability to work in a varied and exciting post and who can play a key role in the continuing success of a leading co-educational independent primary school with a reputation for excellence.

**The School**

The Compass School is an independent primary school in East Lothian for girls and boys from pre-school (nursery) to Primary Seven. Children attending the School enjoy its friendly and caring environment in which they can feel secure and happy and in which they are encouraged to succeed, developing confidence, skills and ability. Its small class sizes allow each child to enjoy a very high level of individual attention. Over the years, it has built up an excellent reputation for providing high quality education and for the excellent results it achieves with its children. In 2022, The Compass achieved Gold status as a UN Rights Respecting School. In recent years, the School became one of Scotland’s first Digital Schools in recognition of its work in digital learning within the curriculum.

The School is located in a beautiful situation in Haddington, which is situated less than fifteen minutes along the A1 from the outskirts of Edinburgh.

**The Post**

We are seeking a well-qualified and motivated person who wish to make full use of their talents and enthusiasm, in working as part of a dedicated and professional team.

**Job Title:** Office & Admissions Manager

 Clerk to the Board of Governors

**Responsible To:** The Headmaster

**Reporting To:** The Bursar

**Purpose of the Job:**

The Office and Admissions Manager will provide financial and administrative support to the School’s Management Team.

The successful candidate will manage and deliver a wide range of administrative, clerical, secretarial and general office support services.

**Principal Role:**

To provide a welcoming environment for parents and visitors and ensure that issues are dealt with sensitively, confidentially and in a timely manner.

To manage communications in and out of the School, such as emails, surface mail and correspondence with parents.

To be responsible for the supervision and allocation of duties to the Administrative Assistant, the Financial Assistant and any other temporary clerical assistants employed in the School Office.

To manage the School’s admissions and enrolment procedures and to be the first point of contact for prospective parents enquiring about the School.

To manage the School’s payroll system and ensure that transactions are processed in accordance with the School’s contractual agreements with staff.

To provide a wide range of administrative, clerical, secretarial support services to the Management Team and the Board of Governors.

To work in a PA capacity to the Headmaster.

To carry out other tasks as required from time to time to ensure the smooth operation of the School.

**Financial Responsibilities:**

To administer, in consultation with the School’s accountants, the School’s payroll.

To administer the SPPA Teachers’ Pension scheme and prepare annual returns.

To assist in the collection of the School’s system of Direct Debit payments for parents.

To manage the payment of purchase invoices.

To mange the payment of expenses claims by staff.

**Secretarial and Administration:**

To undertake all secretarial and administrative duties as allocated by any member of the School’s Management Team and to deal with such matters in a confidential and sensitive manner.

To ensure that the preparation of general correspondence and handling of day-to-day documentation including filing, photocopying and issue of notices/letters to parents is carried out competently and timeously.

To assist in the preparation of the annual and termly school calendars.

To provide administrative support for the Learning and Teaching requirements of the School.

To assist with the administration of school clubs and extra-curricular activities where necessary.

To oversee the administrative arrangements for School events such as school photographs, church services and school performances at external venues.

To ensure that all staffing documentation lists are up to date.

To ensure displays on notice boards and all school contacts listings are kept up to date with appropriate details.

To ensure the School’s data management package, Scholarpack, is maintained and pupil and staff information is kept up to date, in conjunction with the Administrative Assistant.

To ensure that pupils medical records are up to date and that staff are advised as appropriate.

To prepare the pupils contact directory to staff on an annual basis.

To manage the processing of PVG applications to Disclosure Scotland and maintain the School’s records in this regard.

To ensure that all documentation relevant to the School Office is held and disposed of in accordance with the School’s Data Protection Policy.

To ensure pupil attendance records are accurately maintained, in conjunction with the Administrative Assistant.

To provide administrative support in the organisation of residential trips.

**Recruitment and Admissions:**

To work closely with the Headmaster in managing the School’s admissions processes and maintaining a healthy school roll.

To manage enquiries from prospective parents, arrange visits and meetings on behalf of the Headmaster.

To ensure that there are adequate stocks of the School’s prospectus and other marketing materials.

To deal with all relevant registration and enrolment information and maintain relevant data bases.

To maintain the ‘waiting list’ of potential entrants to the School.

To process letters of offer each year and at other times during the year as appropriate.

To monitor and record responses and to ensure deposits as appropriate are paid.

To manage the preparation of advertisements and other promotional material for display in newspapers, other publications and other media.

**Website and Social Media**

The post holder will be responsible for updating the School website daily/weekly as appropriate, liaising with the School’s ‘webmaster’ regarding its maintenance and updates and working with the Headteacher in using social media for providing information to parents and for marketing the School. They will assist in the planning of the School’s marketing strategy and explore new marketing opportunities.

**Former Pupils**

The post holder will be responsible for maintaining good links with the School’s former pupils, through managing the FP database and preparing and sending out regular communications via newsletters and marketing platforms.

**Parent Bodies**

The post holder will assist as necessary with administrative support for the parent bodies of the School, such as The Compass Parents’ Initiative Group and The Compass School Foundation.

**Clerk to the Board of Governors**

The Clerk will undertake administration as required, including the preparation and circulation of agendas, papers and minutes of the Board of Governors or any of its Committees.

As Clerk to The Board of Governors the post holder will be required to attend all meetings of The Board and take and prepare minutes of each meeting. The Board will meet not less than 4 times in a calendar year.

**Responsible for:**

The post holder will be responsible for and be supported in the above tasks by an administrative assistant and a financial assistant

**Skills and Experience:**

The preferred candidate will be an outstanding administrator with excellent IT and communications skills. They will be experienced and highly competent in using the key functions of Microsoft 365, including Outlook and Excel, and will also have had experience of administering a website. He/she will have had experience of working in a busy office environment and will be extremely capable in dealing positively and supportively with members of the public.

Experience in working within a school setting would be desirable, as would having knowledge of XERO accounting software.

**Hours of Work:**

The post holder is contracted to be in School for 43 weeks per year. Those weeks falling outwith the academic session will be allocated after discussion with the Headmaster and Bursar. The ability to respond to e-mails and to update the School website and social media when at locations other than the School will be required from time to time. The normal hours of work are 0815-1700 hours Monday to Thursday and 0815-1600 hours on Friday, with lunch and morning and afternoon breaks included.

Holidays must only be taken during the school holiday periods.

**Salary:**

The salary for the post will be c.£34,567 per annum. The salary is reviewed in June of each year.

**Additional Information About The Post:**

In addition to the contracted weeks and hours connected with the post, the postholder will be required to work additional hours to attend special school events and respond to emergency situations as they arise.

The appointment is subject to an Enhanced Disclosure PVG check through Disclosure Scotland Procedures.

The Compass School is a non-smoking campus.

**Additional Information About The School:**

The Compass School is firmly committed to purposeful child-centred learning with small class sizes (average number of pupils in each class -15; maximum -20) allowing for a significant level of individual attention for each child. Children are encouraged to develop their individual skills and abilities to the full within a wide ranging and stimulating curriculum.  French is taught from age four as are Judo, Music and Swimming alongside the main core subjects with Latin and Spanish being introduced in the upper stages.  The curriculum is based on the Curriculum for Excellence in Scotland. Classes are made up of a wide span of abilities and the School is able to cater for the gifted as well as the less able.

A wide ranging programme of sporting activities is also offered with all of our older children taking part in fixtures with other schools in a variety of sports.

Outdoor education is also a feature of life at The Compass School with overnight visits to such places as London, York, Paris, the Scottish Highlands and outdoor centres in the Cairngorms and the Scottish Borders, being combined with day visits to a variety of places of interest in East Lothian, Edinburgh and beyond, as our children explore the 'outdoor classroom'.

The School has been in existence for over 60 years, having been created by the Founder headmistress, Mrs Alny Younger, to fill a gap in educational provision in the area.  The School since 1992 has been under the trusteeship of a Board of Governors.

There are currently 152 children on the school roll organised into eight classes, ranging from Reception/Nursery (4 year olds) to Primary 7 (12 years).

French, Music and Judo are taught by specialist staff & visiting tutors, but most other subjects are taught by class teachers.

The Compass offers an attractive environment in which to work, with well-motivated happy children guided by a friendly and committed staff.  We have very good relations with the parents and strong support from the governing body.

Staff have access to a wide-range of Continuing Professional Development opportunities through the Scottish Council of Independent Schools programmes and other relevant providers.

The School last underwent an HMI inspection in March 2016 and received what the local press described as, a glowing report. Many strengths were identified within the School, particularly its strong positive ethos and its wide-ranging curriculum. Since annual inspections by the Care Inspectorate commenced in 2004, our Form 1 class and Compass Care, our after-school care facility, has enjoyed successive highly satisfactory reports. Our most recent report in December 2018 saw us being awarded ‘Excellent’ once again, the highest possible category, in every aspect of our provision

Further information on the School can be obtained from the School's website at [www.thecompassschool.co.uk](http://www.thecompassschool.co.uk/) .

**Application Procedure**

Applications should be submitted via the school website. The deadline for receipt of applications is **Friday 9 August 2024.**

It is expected that interviews will be held in the week commencing Monday 19 August, but may well be undertaken prior to this depending on the suitability of the applications received.

Applications should be sent to: **The Headmaster,**

**The Compass School**,

 **West Road,**

 **Haddington,**

 **East Lothian,**

 **EH41 3RD**