

# ERSKINE STEWART'S MELVILLE SCHOOLS



## ADMINISTRATION ASSISTANT (ACADEMIC SUPPORT)

### **Purpose of Job**

The Administration Assistant (Academic Support) will be responsible for supporting all curricular activities across The Mary Erskine School and Stewart's Melville College, and providing PA support to the Deputy Heads (Academic).

### **Accountability**

The Administration Assistant (Academic Support) reports to the Office Managers at The Mary Erskine School and Stewart's Melville College.

### **Authority and Direct Reports**

The Administration Assistant (Academic Support) has authority and responsibility as delegated by the Office Manager.

### **Key Relationships**

The Administration Assistant (Academic Support) will liaise closely with the Deputy Heads (Academic) and will work closely with the members of the office teams, the MES and SMC leadership team, Timetablers, SQA Co-ordinators and Assistant Examinations Officers.

### **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
- Ensuring 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 schools to promote effective initiatives and share good practice.

## **Learning**

- Leading a culture of challenge and support to allow every student to be the best they can.

## **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.

## **Key Tasks**

- Provide administrative support to the Deputy Head (Academic), Timetabler, SQA Co-ordinator and Assistant Examinations Officer
- PA support for the Deputy Head (Academic) including diary management and taking minutes at meetings
- Responsibility for production of school reports
- Production of student timetables
- Organisation of CAT tests
- All administration support relating to Subject Choice and Subject Choice Evenings
- Database administrator for the timetable
- Provide administrative support to the SQA post results service
- Collation of all Head of Department review documents
- Production of Staff handbook and Staff/Pupil Information booklet
- Any other duties as required by the school’s leadership team

## Person Specification

|  | <b>Essential</b>   | <b>Desirable</b>  |
|--|--|---|
| <b>Experience</b>                        | <ul style="list-style-type: none"> <li>• Previous experience of providing administration support to a busy office</li> <li>• Experience of database administration</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous experience of working in a school or education setting</li> </ul> |
| <b>Skills/ Abilities/ Qualifications</b> | <ul style="list-style-type: none"> <li>• High level of proficiency in the full Microsoft Office package, specifically Word and Excel.</li> <li>• Excellent communication skills (orally and in writing)</li> <li>• Experience of building professional relationships with internal and external stakeholders (e.g. prospects and volunteers)</li> <li>• Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information</li> <li>• Ability to use initiative, multi-task and prioritise own workload with good attention to detail</li> <li>• Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands</li> <li>• Independent, self-motivated and organised, with an ability to work as part of a team</li> </ul> |   |
| <b>Personal Attributes</b>               | <ul style="list-style-type: none"> <li>• High professional and personal standards</li> <li>• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</li> <li>• Commitment to the ESMS values</li> </ul>  | <ul style="list-style-type: none"> <li>• Commitment to continuous professional development</li> </ul>               |

## 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.

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|-----------------------|---|
| <b>The post</b>       | This is a full time, permanent position available from 28 April 2025 or as near to is as possible (subject to satisfactory pre-employment checks).  |
| <b>Hours of Work</b>  | The hours of work will be Monday to Friday, 8.30am to 4.30pm with 45 minutes unpaid for lunch.  |
| <b>Salary</b>         | Salary will reflect qualifications and relevant experience. The salary range is £29,226 - £32,001, which is on the appropriate ESMS Salary Scale G.   |
| <b>Holiday</b>        | Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday when the schools are closed. To guarantee the smooth operation of our Schools, office staff are allowed to take up to 5 days annual leave during term time. The postholder is required to be in school when the SQA examination results are released near the start of August. The rest of their annual leave shall be taken during the schools' holidays. The schools' holiday year runs from January to December. |
| <b>Location</b>       | The postholder will work at the Ravelston site on The Mary Erskine School campus.   |
| <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 Merchant Company Stakeholder Pension Scheme.   |
| <b>Staff Benefits</b> | Staff are offered a range of benefits including: free school lunch during term time, 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. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount from Nursery to Sixth Form. Support     |

**The closing date for applications is Friday, 11 April 2025. We anticipate interviews will be held week commencing 21 April 2025.**