

Erskine Stewart's Melville Schools



Administration Assistant (Guidance)

Purpose of Job

The Administration Assistant (Guidance) will work across both senior schools (The Mary Erskine School and Stewart's Melville College) providing support to the Deputy Heads Middle and Upper School and the whole school community. This is a part-time, term time only post from 8.30am to 2.30pm with 30 minutes unpaid for lunch. A paid working week of 27.5 hours which will be on a temporary basis until June 2026. The post will be split between Stewart's Melville College for half of the week and The Mary Erskine School for the other half.

Accountability

The Administration Assistant (Guidance) reports to the Office Manager at Stewart's Melville College.

Authority and Direct Reports

The Administration Assistant (Guidance) has authority as delegated by both Office Managers.

Key Relationships

The Administration Assistant (Guidance) works closely with members of the administration team, members of the Leadership Team, parents and members of the public. They also support the work of the guidance team.

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

- PA support to the Deputy Heads (Middle and Upper School) including diary management, minuting meetings, and uploading documents to the MIS
- Responsibility for uploading to the MIS daily updates of non-medical information submitted by parents
- Responsibility for disseminating information regarding allergies and special dietary requirements to catering staff
- Maintaining and updating lists of students with high level pastoral concerns
- Administration for S1-S5 Photographs (MES and SMC)
- Administration for the school vaccination schedule
- Responsibility for the admin in connection with S1-S5 guidance trips, outings and School Productions
- Administration support with Middle School Projects
- Responsibility for the admin in connection with school dances (S1 – S5)
- Responsibility for the admin in connection with tutor lists/rooms/school badges/guidance materials
- Production of School post as required
- Administration support for PSE Co-ordinator as needed
- Administration support for Middle School Challenges
- Administrative support for Head of Year (S1 SMC) and Head of Year (S2 MES)
- Administrative support for all tasks relating to the Student Positive Relationships & Good Behaviour Policy
- Reception cover as needed
- Assembly administration and organisation
- Any other duties as requested by the Office Manager or members of the School’s Leadership team

Person Specification

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

Personal Qualities

- Resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally

- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- The highest level of personal integrity

Development of Self and Empowerment of 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 position available from 21 October 2024 (subject to satisfactory pre-employment checks). It will be based at both The Mary Erskine School and Stewart’s Melville College.
Hours of Work	The hours of work will be part-time, Monday-Friday 8.30am to 2.30pm with 30 minutes unpaid for lunch. A paid working week of 27.5 hours.
Salary	Salary will reflect qualifications and relevant experience. The salary range is £17,189- £18,595 per annum (ESMS Support Staff F Scale).
Holiday	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.
Location	The postholder will be based at both Stewart’s Melville College and The Mary Erskine School.
Eligibility	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.
Pension	Candidates will be enrolled automatically/entitled to be enrolled into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	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 9 October 2024. We anticipate interviews will be held on 24 October 2024. We reserve the right to close this vacancy early should suitable applications be received.