



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description:

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Summer School Operations Assistant
Reporting to:	Summer School Director
Hours:	<ol style="list-style-type: none"> 1. Fixed term position from 27 May 2019 to 16 August 2019 2. Hours 08:30-16:30 Monday to Friday
Summary of the role:	<p>To assist in all administrative duties in relation to human resources, database management, external liaison, administration and social media for the St Edmund's College Summer School.</p> <p>This is a fixed term position until 16 August 2019. Following a successful appraisal at the end of the fixed term contract, a permanent position of Summer School Administrator may be offered.</p>
Main duties and responsibilities:	<p>Human Resource Management</p> <ul style="list-style-type: none"> • to assist in the retrieval and record-keeping of all HR documentation, including staff training, background checks and employment references. • to assist in the production of Summer School employment contracts <p>Student Enrolment & Database Management</p> <ul style="list-style-type: none"> • to maintain database & keep records of Summer School bookings and amendments to enrolment details • to assist with the administration of the recruitment of students <p>External Liaison</p> <ul style="list-style-type: none"> • to respond to and re-direct communications from clients and external stakeholders • to place orders and manage stocks of stationery and retail items <p>Summer School Administration</p> <ul style="list-style-type: none"> • to assist the Summer School management team with all administrative requirements, such as printing and distributing class lists, registers, certificates, etc. • to take, record and distribute minutes of meetings <p>Social Media</p> <ul style="list-style-type: none"> • to create and share social media marketing content on the Summer School's <i>Facebook</i> and <i>Instagram</i> pages

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.