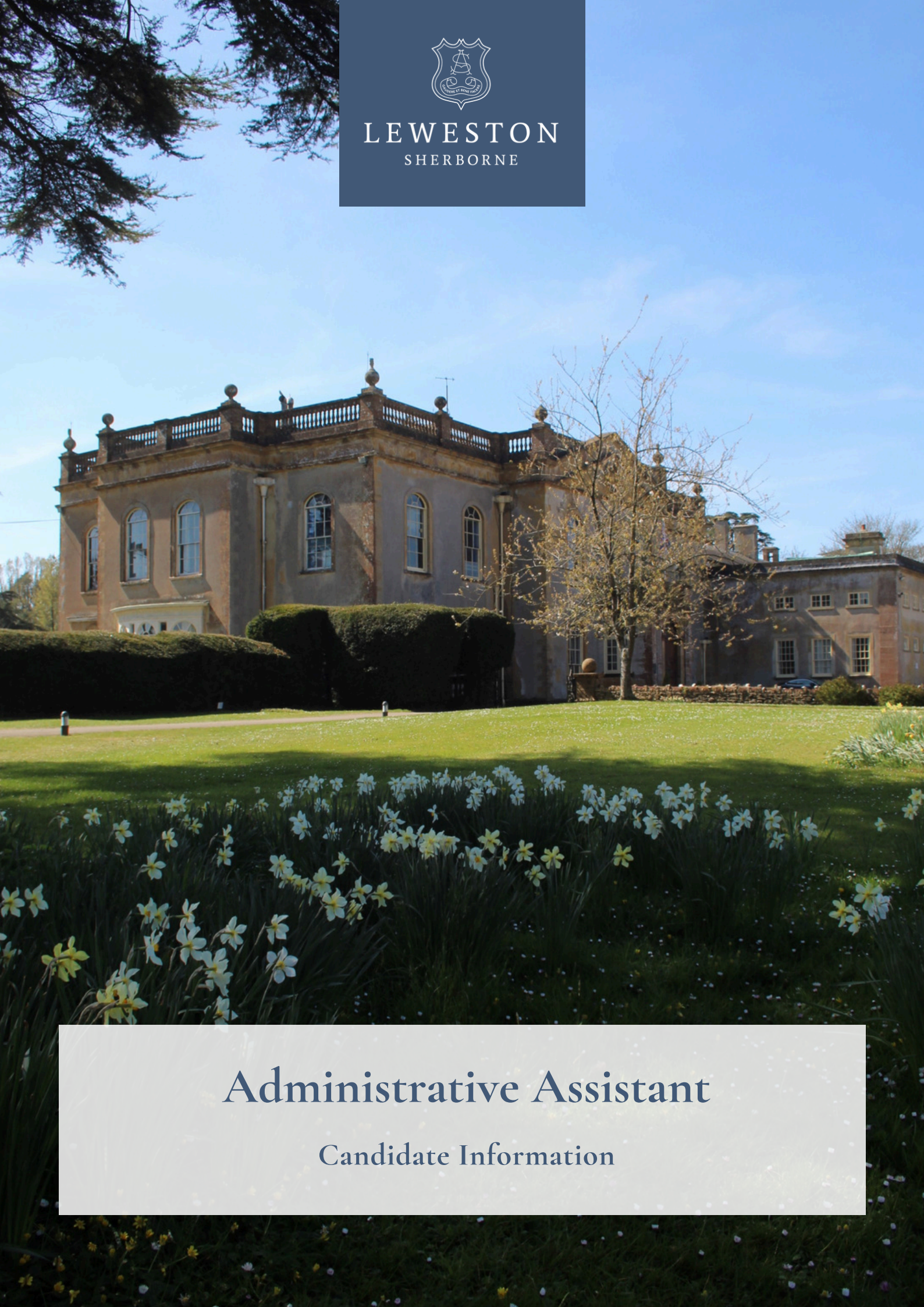




LEWESTON  
SHERBORNE



# Administrative Assistant

Candidate Information

## Overview

Founded in 1891 Leweston School is a co-educational Catholic independent day and boarding school in Dorset for pupils aged 0 to 18.

Situated just outside Sherborne in 46 acres of beautiful parkland, the school offers holistic education in an inclusive community where first-class pastoral care and wide-ranging co-curricular opportunities underpin a supportive and rigorous academic offer. The school seeks to produce well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individuals.

The school was originally founded as St Antony's and located in Sherborne. In 1948 the demands of the Education Act saw the move of the senior pupils to Leweston Manor with the Prep School continuing in Sherborne until 1993 when the whole school was reunited once again on the Leweston campus. The younger pupils took up residence in the redesigned Coach House. The school amended its name in 2007 to Leweston School.

Today the school educates just over 600 pupils with 90 in the Nursery, 170 in the Prep and 340 in the Senior School. There are approximately 100 boarders, the majority being in the Senior School.

Leweston is a thriving, busy community which has high expectations of its pupils. Whilst the assessment process is not based entirely on academic performance Leweston is increasingly over-subscribed. Pupils are offered places on the basis of school assessments, positive references and their generally suitability for the values and ethos of the school.

## Our Values

Leweston School's three core values are **community**, **opportunity** and **expertise**. They are underpinned by our Catholic foundation, which welcomes all faiths and none, building a strong sense of unity, courtesy, respect and affection. Everything we do comes from a place of self-worth and dignity.

- **Community** means being part of a collective. It's essential for every student to feel that they are an important part of the Leweston family and contribute to the life of the school. This same sense is extended to their parents and guardians.
- **Opportunity** is in abundance. We are proud of our zest for life and instil a willingness to try everything and to learn from our failures. This discovery of strength and weaknesses, and the support we provide to students in exploring it, enables them to develop the determination to persevere – a real lesson in preparation for life beyond the school.
- **Expertise** means having an expert skill or knowledge in a particular field. We have an exceptionally talented staff team, who have outstanding expertise and enthusiasm to inspire in others a love of learning and to share their passion for areas of specialism.



## Our Campus

With extensive grounds surrounding a beautiful Georgian Manor House, Leweston provides a location which whilst being safe, is close to a town with good transport links to London and South West airports. Within the 46 acre estate sits our swimming pool, a full-sized all weather pitch, a walled garden play area, Enchanted Wood Forest School, tennis courts as well as a wealth of historical features including work by Thomas Mawson and George Sherringham.

The range of buildings on site spans several architectural epochs. The historically important Trinity Chapel is one of the first post-Reformation churches in the country. The Palladian manor house, was built in the late 18th century with Art Deco interior refurbishments and later additions including dining, boarding and teaching wings.

The Prep School is housed in the former Coach House with its own Pre-Prep Garden, tennis courts and play area.





## The Prep School

Leweston Prep consists of the Nursery, Pre-Prep and Prep divisions. The school shares a single 46-acre campus with the Senior School and has pupils aged 3 months to 11 years old. It is co-educational all-through school.

Nursery is divided into four age-defined units: Babies, Toddlers, Transition One and Transition Two. Each unit has a specific Room Leader.

The Prep School's staff is comprised of 21 teachers and 5 teaching assistants alongside visiting music teachers, coaches and volunteers. Each Pre-Prep class is led by a Form Tutor supported by a teaching assistant. From Prep 4 when the year group grows to two classes, each has its own a Form Tutor supported by additional part-time staff. The normal maximum class size in the Prep School is 20 with one class in Reception to Prep 3. If numbers allow, Prep 4 splits into two classes, a model which continues for the remainder of the school. Classes are not set.

Leweston School as a whole has 170 employees including academic and support staff.

Staff foster excellent relationships with the students and are committed to supporting the provision of extra-curricular clubs, House activities, school trips and other events.

The majority of Prep School pupils move on to the Senior School, many winning scholarships. A small number leave at this point typically to transition into the state system.





## The Senior School

Leweston Senior School educates pupils aged 11 to 18. The school shares a single 46-acre campus with the Prep School and Nursery. It is co-educational all-through school.

The Senior School's staff comprises of 170 teachers and support staff visiting music teachers, coaches and volunteers. Years 7 and 8 are typically three classes of 54 pupils with an additional class at Year 9 and above to take the year groups to 72. The Sixth Form is approximately 80 students. The normal maximum class size in the Senior School is between 18 and 20.

Flexible boarding is offered throughout the Senior School. Boarders belong to one of four houses: Martha, Cecilia, Eleanor and Antony. These are divided according to age and gender.

Staff foster excellent relationships with the students and are committed to supporting the provision of extra-curricular clubs, House activities, school trips and other events.





## Work with us

### A fantastic working environment

Leweston is set on a beautiful campus a few miles outside the picturesque town of Sherborne. The grounds offer both pupils and staff the opportunity to enjoy space and fresh air and provide an inspiring location to teach and learn. The school's value and ethos creates a culture of courtesy, mutual respect and affection that has at its heart the importance of service to others. High standards are set both inside and outside of the classroom.

### Flexible and family friendly

We are a relatively small school that regards itself as one big family. The majority of our staff have children, many of whom are Leweston, and there is the possibility of a staff remission. Our term dates operate differently to state schools, which means that whilst the school day is longer so are the holidays.

### Health and Wellbeing

Leweston hosts a range of exercise classes run by local provider Communifit who offer a discount to Leweston staff. There are also free swimming sessions available during the week in the school pool as well as employee assistance and wellbeing support programmes.

### Free meals and parking

Staff are entitled to free lunch and refreshments during term time. This is extended to include supper if on duty. There is also an onsite cafe where a staff discount is offered. There is free onsite parking.

### Pensions

Leweston offers a defined contribution pension scheme with Royal London. Membership of the Royal London Scheme includes Death in Service benefit and income protection.

### Discount for Teachers

Discounts for Teachers has been introduced following the success of Health Service Discounts and Discounts for Carers. As Leweston staff (not just teachers), you can access a vast range of discounts and deals when you register online.





## The Opportunity

We are seeking to appoint an Administrative Assistant to report to The Director of Business Strategy and Operations (DBSO). The DBSO leads the marketing and commercial operations, property and estate, and performance of the School. The Administrative Assistant will provide comprehensive administrative support to the DBSO enabling them to undertake their role as efficiently as possible. They will therefore have some involvement in marketing and admissions, finance, facility and property management, alumni and governance. This will include responsibility for a wide range of activity, including key administrative tasks, drafting papers, event and itinerary preparation, governance tracking and managing specific projects.

**Salary:** FTE £27,573 actual salary £16,605.

**Hours:** 28.5 hour a week term time (34 weeks) plus a total of 57 hours during the school holidays. Hours will usually be worked during standard office hours however; a degree of flexibility is required to fulfil the role effectively.

**Holiday:** Generous Annual leave allowance of 25 days plus bank holidays, pro-rata for part time.

## Key Duties and Responsibilities

- Support the DBSO by managing key administrative tasks and processes, using discretion and sound judgement to ensure correct prioritisation, suitable drafting of responses and production of supplementary information as required.
- Support the administration and organisation of meetings when required; confirming and communicating dates, booking conference rooms, collating and distributing papers, tracking action, helping drive completion of key deliverables, and following up on outstanding items.
- Support the DBSO in their role as Clerk to Governors – in managing the Board and Subcommittee cycle of meetings, including agenda setting, drafting of reports, promptly sharing information, assisting with Governor recruitment and training, keep up to date records of Governors' visits to departments and training.
- Attend and write minutes for meetings as required; meetings to include Nominations and Governance meetings, Health and Safety meetings and Employee Consultation Forum.
- Maintain a log of Policies and Operating Procedures recording renewal dates and responsibilities and alerting those responsible for each document in good time for their renewal. To ensure that all such documents follow a prescribed, common format to support presentation and ease of comprehension.
- Maintain a log of site Risk Assessments and to call for an update from the assigned responsible person to the RA in the event of any change to the area in question.
- Responsibility for and completion of the annual Independent Schools Council, Catholic and DfE censuses
- Manage insurance renewal with the DBSO and Head of Finance; liaising with brokers when insurance issues are raised by staff, dealing with insurance claims.





## Key Duties and Responsibilities cont.

- Ensure all necessary licences are renewed.
- Provide administrative support to the DBSO for international trips and visits.
- Renew sponsor licences and apply for CAS allocations with UK Visa and Immigration.
- Assist DBSO in organising a range of different events including but not exclusive to Activity Days, Visit Weeks, Carol Service and Speech Day.
- When appropriate, coordinate alumni visit requests and event communication.
- Undertake project management duties on specific projects and development initiatives as requested.
- Provide Reception cover if and when required.

*This job description is not exhaustive and gives a good indication of the activities involved in the role within Leweston School. No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.*





## Person Specification

- Experience of providing administrative support on a number of different projects.
- Demonstrates strong written and oral communications skills. Good spelling, grammar, and impeccable attention to detail are a must.
- Proficiency in Word, Excel and PowerPoint, and excellent computer skills.
- Ability to build relationships, particularly with those in senior positions.
- Highly motivated, organised who can work effectively with minimal supervision, but who also enjoys being in a team environment.
- Excellent planning, prioritisation and time management skills, plus ability to respond effectively to changing workloads and priorities.
- A hard worker and a doer who delivers results.
- High level of integrity and discretion.
- Demonstrates flexibility and open mindedness.





## Application Process

Interested candidates are invited to apply [via Tes](#).

Applications should be made electronically. If you have any questions about uploading your application documents, please contact 01963 211031.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Nicola Harrison by telephone
- Shortlisted candidates will be invited to interviews at the School.

Leweston is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience). All applicants should read the schools' safeguarding policy and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. N.B. Safer recruitment checks will be made at all stages of the recruitment process.







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