

WINCHESTER HOUSE



APPOINTMENT OF ACADEMIC ADMINISTRATION ASSISTANT



About Winchester House

Winchester House School was founded in 1875 and moved to its present 18-acre site in the centre of Brackley in 1922. The heart of the School is situated in Manor House, an attractive building dating from the early 1800s. Winchester House comprises a fully co-educational nursery, pre-prep and preparatory school, offering an outstanding education to children aged 3-13 with day, occasional and weekly boarding available.

The nursery/pre-prep school is located in delightful self-contained classrooms. The School prides itself on small class sizes, individual care, high academic standards and a vast range of sports, music and activities. Specialist teaching starts in Reception with music, sport and ICT and from Year 5, all classes are taught by specialist subject teachers. Tutor groups are no larger than 13 children. Modern classrooms and facilities include 3 separate science laboratories and a full ICT Suite. An impressive astro-turf was opened in 2014 and can be used as a full-size hockey pitch, nine tennis courts or two seven-a-side hockey pitches. Winchester House also has a large indoor sports hall, 5 netball courts, an outdoor swimming pool and a 'Secret Garden' which is used as for a variety of activities. The School offers a blend of the traditional and the innovative, the formal and the relaxed and has a deserved reputation for academic, sporting, musical and dramatic success within a happy, stimulating atmosphere.



The Stowe Group

In January 2021, Winchester House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Winchester House access not only to Stowe's world-famous estate but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

We are Change Makers

Winchester House and The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of a Stowe Group education.

ACADEMIC ADMINISTRATION ASSISTANT

Date of appointment **ASAP**

Reporting to **Leadership Executive Assistant**

OVERALL RESPONSIBILITIES

The role is a varied and demanding position supporting the Deputy Heads as one of a team of two.

The post holder is required to provide effective and efficient administrative support for the academic and teaching areas of the school operation.

Hours

Monday – Friday 7.30-11.30am.
Term time plus last week of
summer holidays

Salary

£9,018.00 per annum (£25,855 FTE)

Annual Leave

25 days per annum plus bank holidays pro- rota'd
(incorporated into holiday periods)

REASONS TO WORK AT WINCHESTER HOUSE

- Happy and purposeful whole school community
- United, enthusiastic and committed staff
Good support for new members of staff
- Good discipline
- Motivated, talented and happy children
- Excellent reputation
- Opportunity for personal and professional development

Those unfamiliar with the Independent Sector should be aware that terms are shorter in duration than in the state sector.

SPECIFIC RESPONSIBILITIES

- Provide administrative support to the Deputy Heads in areas involving academic administration
- Under the guidance of a Deputy Head organise cover for teaching staff in Years 3-8
- Prepare agendas, attend and minute meetings as directed by the Deputy Heads
- Support the Deputy Heads by following up action points raised at meetings
- Co-ordinate the administration of reports, assessments and progress data
- Participate in duties
- Work with the Future Schools coordinator and Heads of Section to administer future school references
- Support the Deputy Heads in organising annual and ad hoc events specific to such as move-up day and Mastery Mornings.
- Ensure the administration of School teaching policies and procedures is effective
- Place approved orders with suppliers, as required
- Provide details of chargeable activities to Accounts as required each term
- Prepare and distribute, once approved, all academic and teaching communications to parents, including routine and ad-hoc letters, assessment results and academic programmes
- Maintain and update the School's Management Information System (iSAMS), and other relevant registers and administrative lists
- Assist with the administration of internal assessments, exams, scholarships and pre-tests.

KNOWLEDGE & SKILLS

- Proficient in digital working using Outlook, Teams, Sharepoint, Forms and processing and spreadsheet packages such as Word, Publisher and Excel
- Experience of a similar role would be advantageous
- Ability to communicate effectively and professionally verbally and in writing, particularly with parents
- Exceptionally good attention to detail
- Reliable, hardworking and a good team member
- Prepared to undertake relevant training
- Able to organise and prioritise own work with efficiency, sometimes under pressure
- Be at ease when speaking to staff, governors & parents
- A willingness to become an integral member of the Admin team
- Be comfortable and enjoy communicating and dealing with children
- Understanding of customer service and supporting the values of the School
- Flexibility, positivity and a sense of humour to rise to the varied challenges of a school day

YOUR APPLICATION

To obtain an application form please visit the vacancy pages on Stowe website and scroll down to Winchester House vacancies.

Alternatively please contact recruitment@stowe.co.uk who will be happy to help.

Membership of a pension scheme. All meals during the day are provided free of charge during term time.

Offers of employment are made subject to receipt of satisfactory references and DBS clearance.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

