

JOB TITLE:

OFFICE ADMINISTRATOR WITH FIRST AID RESPONSIBILITY

REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL
INFORMATION FOR CANDIDATES

Role commences: **February 2025**





REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's Preparatory and Choir School (RSM) was founded in 1950 to provide an education for choir boys who sang at St Mary's Church in Reigate. Choirmaster, Godfrey Searle, bequeathed his house, Sunnyside, for the establishment of the school along with a trust fund to ensure the continuation of the choral legacy.

Today, RSM is a modern, forward thinking coeducational junior school and Godfrey Searle's Sunnyside house forms part of a wonderful 15 acre school site with modern buildings, playing fields, playgrounds, nature areas, dens and a Forest School. It is located in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs, an area of outstanding natural beauty.

RSM is part of the Independent Association of Preparatory Schools (IAPS) and, in 2003, became a junior school of Reigate Grammar School (RGS), a multi award winning coeducational senior school, named Tatler School of the Year 2020. RGS is located just a few minutes' walk away and this close proximity allows RSM to make use of their many facilities and resources. Approximately 80 percent of children transfer to RGS at 11 years old, and the remaining leavers join other top senior schools in the locality.

RSM has approximately 360 boys and girls ranging from 2 ½ to 11 years old. The school provides an inspirational and exciting education preparing children for happy and fulfilled lives. Academic outcomes are excellent and this is achieved within a warm and caring environment by developing close relationships with children and their families. RSM children know they are truly valued and this gives them the confidence to take challenges, learn from mistakes and ultimately reach their full potential. RSM was shortlisted for Independent Preparatory School of the Year 2020 in recognition of this.

The school takes a growth mind-set approach to education and the curriculum reflects the importance of a breadth of study in preparing children for exciting future careers. Education for Social Responsibility (ESR) is at the heart of this and Headmaster, Marcus Culverwell, leads ESR for IAPS schools nationwide. The aim is to produce confident, resilient and creative young people who care deeply about a sustainable and equitable future for everyone. Sustainability issues are prioritised and RSM is an Eco School with Green Flag status.

There is significant and ongoing investment in technology throughout the school and IT is embedded in all teaching. Classrooms are exciting and inspiring places where children use technology to explore. There is an impressive IT lab and Mac suite and the school's Lego robotics team has been worldwide finalists in Lego robotics competitions many times.

Children play a variety of sports and the school site has four football pitches, a hockey pitch, two multipurpose courts, an artificial cricket strip and a 200 metre running track. The school also has use of RGS's impressive sports grounds at Hartswood. A strong extracurricular programme, with over 50 clubs on offer each week, provides extra sporting opportunities as well as a broad range of other popular clubs such as dance, chess, martial arts and craft. An emphasis on outdoor learning means the children spend as much of the timetable as possible learning outside in the grounds and Lower School children enjoy regular Forest School sessions in addition to this. Every child is a member of one of four well established Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Music is an important part of life at RSM with a strong peripatetic music programme and a range of choirs and ensembles. There are many productions and performances throughout the year and children regularly perform within the community and at local festivals.

The school was rated "EXCELLENT IN ALL AREAS" at the last ISI inspection in March 2023. The reporting Inspector was impressed by the warm relationships throughout the school modelled by passionate staff.

"PUPILS ARE CONFIDENT, CURIOUS LEARNERS WHO ARE ENCOURAGED TO BE CREATIVE AND TAKE RISKS WITH THEIR LEARNING".

"EARLY YEARS CHILDREN RAPIDLY GAIN A BROAD RANGE OF SKILLS AS THEY ENGAGE WHOLE - HEARTEDLY IN ACTIVITIES THAT COVER ALL AREAS OF LEARNING."

ISI INSPECTION REPORT 2023



JOB DESCRIPTION

Our Office Administrator with First Aid Responsibility will be expected to undertake all duties associated with the role and those as deemed as being appropriate by the Office Manager and Operations Manager.

The following list is not definitive but the role is expected to include:

- To support the other first aiders in the school as needed.
- To ensure that all first aiders, including yourself, have up to date and appropriate training in first aid including the sports department and all staff. To keep clear formal training records.
- To arrange and monitor all new staff with essential first aid training.
- To arrange and oversee the whole school staff 3-yearly essential first aid training (next due 2027).
- To collate and keep the first aid certificates of staff in the medical room, and have all staff first aid training records available for inspection by ISI or Health and Safety Inspectors.
- Based in the medical room to manage the first aid requirements of the school dealing with pupils and staff injuries. The Medical Officer may be required to go to where the accident or injury has occurred.
- To communicate direct with parents relating to matters of first aid and when a child needs to be collected. To keep the school office and form teacher updated.
- Keeping accurate and clear records of all first aid incidents and medications given, informing parents, form teachers and other staff as necessary.
- To follow RIDDOR procedures when necessary.
- To accompany a pupil or member of staff to hospital if necessary.
- To work with the office manager and admin team in order that they are kept up to date of any data changes and contacts with parents
- To work with the office manager to arrange First Aid cover whilst on a break or undertaking duties away from the medical room such as lunch time dietary and home fixtures.
- To work with the office manager in assisting the NHS with their vaccine delivery to pupils in the school both on the day with the pupils and the communications with the parents and staff.
- To undertake risk assessments and liaise with parents of children, or a member of staff, who have an injury or a condition that means it will be necessary to make appropriate changes to their school environment or their time table in order that they can access the curriculum.
- To meet with medical professionals when appropriate relating to requirements of pupils needs and keep accurate and up to date records of such visits.
- To follow up the risk assessment by communicating requirements to staff and then monitor and update as needed. To file the risk assessment on the pupil or staff record.
- To communicate with parents with children with specific medical/dietary requirements and ensure the information is added to the iSAMs data base for circulation and staff (particularly their form teacher) are updated. To draw up emergency action plans where necessary.
- To keep dietary lanyards up to date and inform catering team of specific dietary requirements (including liaising with the games department in relation to match teas) and to supervise dietary requirements of pupils at lunchtime if needed.
- To stock and distribute the first aid bags to the sports department for lessons and matches. To keep the bags in good order, clearly labelled in the medical room.
- To stock and distribute the first aid bags for school trips including trips to RGS.
- To liaise with trip leaders and parents regarding medical requirements for pupils going on a school trip including residential trips where the first aid and medical officer will be responsible to collect and pass on to the teacher in charge all medicines and information relating to them for example travel sickness medicine.
- To keep any medications brought in by parents for pupils in a lockable fridge or cupboard in the medical room and ensure accurate records are kept of when medication is administered and that medicines are returned to the parent.
- Manage stocks of first aid for all areas including the medical room/sports/outings and emergency vac bags.
- To support the school office admin team, answering emails, telephones, meet and greet visitors and general admin support.
- To work with the office manager in assisting the NHS with their vaccine delivery to pupils in the school both on the day with the pupils and the communications with the parents and staff.



JOB DESCRIPTION CONTINUED

PERSON SPECIFICATION

Essential

- Excellent time management, meticulous attention to detail and ability to prioritise
- Able to develop quickly and to maintain working knowledge of policies, systems, protocols and procedures within the school
- Excellent interpersonal and communication skills (written and spoken)
- Problem solver and decision maker
- Experience of using Outlook, Office 365, Excel and Teams
- Excellent attention to detail and accuracy
- A "can do" attitude with some flexibility of hours during busy periods
- A commitment to safeguarding and promoting the welfare of pupils
- Empathetic to the needs of parents, pupils and staff
- Medical/first aid experience preferably working with children

Desirable

- Educated to degree level or equivalent – with a high standard of English grammar
- School database skills – iSAMS or similar
- Capable of working on own initiative, experience of prioritising own workload in a busy environment, able to work under pressure





FURTHER INFORMATION

TERMS AND CONDITIONS

- This role is 5 days a week, 36 hours a week (Monday - Wednesday 8am-4pm and Thursday - Friday 8am-4.30pm) term time only plus 4 inset days and 25 days either during the school holidays or other times out of normal school hours, like home fixtures.
- 25 days paid holiday.
- Non-teaching staff at Reigate St Mary's Preparatory and Choir School are remunerated according to their own salary scales.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, 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 Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating

and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Monday 6 January 2025, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231 hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

The RSM campus is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25. Follow signs for London A217 and carry on over two roundabouts and take the second exit on the third (five ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right-hand side.

By Rail

Regular main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

