



LEICESTER
GRAMMAR
SCHOOL

Administration Officer - Pupil Registration

Full-time, Term-time
September 2024 or earlier

A message from the Principal

Many thanks for your interest in Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of our thriving and ambitious schools and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfilment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

I hope you may wish to be part of this warm and happy community as it goes from strength to strength.

John Watson
Headmaster of Leicester Grammar School and Principal of Leicester Grammar



Leicester Grammar School Trust

Leicester Grammar School Trust (LGST) is a forward-thinking family of schools, underpinned by a strong sense of values. Its mission is to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos. We attract and encourage enthusiastic, dedicated and innovative teachers and support staff who all contribute to our pupils' progress and happiness.

At the heart of the Trust is Leicester Grammar School, founded in 1981 in response to the demise of the maintained grammar schools in the area. The Junior School was added in 1992, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of the city. Since September 2008, the two schools have occupied a very attractive, 75-acre campus, which was officially opened by Queen Elizabeth II.

The acquisition of nearby Stoneygate School in 2016 has brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children. In September 2021, Stoneygate was relaunched as LGS Stoneygate, with its own unique ethos and identity within the Trust's family of schools.

Situated on the outskirts of one of the most multicultural cities in the UK, all three LGST schools are proud to draw children from city and country, and to welcome pupils and staff from a rich range of cultural and religious backgrounds.

Leicester Grammar School

Leicester Grammar School won the accolade of Sunday Times East Midlands Independent School of the Year 2024 and East Midlands Independent School of the Year for Academic Performance 2024. It has also enjoyed a very successful recent Independent Schools Inspection (January 2024).

Our pupils enjoy exceptional opportunities within and beyond the classroom; we have high expectations, but the success of our community stems above all from a culture of aspiration and care.

The school, indeed the Trust as a whole, is financially strong and led by a very committed senior team and an open, collaborative and well-qualified Board of fifteen local Trustees. We attract positive, polite and 'grounded' children, who display a strong sense of respect for one another and for staff. Concerns over behaviour are rare; our pupils thrive in a calm and purposeful community, well supported and guided by staff.

Examination results in 2023 were typically excellent, with 69% of A levels graded A*/A, making us the top-performing co-educational independent school in the Midlands, and 30th independent school nationally (The Telegraph). GCSE results at 9-7 have averaged 74% during the three-year period of 2018, 2019, 2023. Nine students have recently accepted Oxbridge places for 2023 entry, for a variety of courses.

The school has excellent local transport links, with both London and Birmingham under an hour away by train. The school is nestled in the glorious countryside of the East Midlands with many beautiful villages in the surrounding area. The market town of Market Harborough, situated 10 miles to the south of Great Glen, offers a strong sense of community and regularly features in the top 10 of lists such as the 'Most Liveable Place in England' and the Sunday Times 'Best Places to Live'.

The school's aims are to:

- Promote intellectual curiosity and academic excellence.
- Provide a broad, balanced and stimulating curriculum.
- Offer a rich range of co-curricular opportunities which enhance pupils' physical, cultural and personal development.
- Equip pupils with the self-belief, consideration and skills required for a principled and fulfilling life.
- Create a happy and mutually-supportive community of learners and staff, in which each individual is encouraged and enabled to do and be their best.
- Care for the mental and emotional well-being of pupils, and be proactive in the promotion of a healthy lifestyle.
- Welcome pupils of diverse backgrounds and faiths, nurturing their social and spiritual development.
- Foster a generous contribution to charity, community service and society.



Campus and Facilities

The new-build scheme, completed in 2008, provided the Grammar School and the Junior School, housed in the same building, with excellent facilities, outstanding equipment and a beautiful and practical space in which to learn and work together.

Accessed from the main entrance foyer of the Grammar School is St Nicholas' Hall which seats 900 and hosts assemblies, chapel services, school concerts and outside performances. An extension was added in 2015, providing additional science and lecture facilities, meeting and office space and an enhanced Sixth Form common room. We have recently installed a new medical and well-being suite.

In addition, there is an indoor sports complex which offers multi-use courts for Badminton, Basketball and Netball. Indoor Cricket nets and Table Tennis are available, along with a well-equipped and supervised fitness suite, a Gym/ Dance Studio and a 25-metre, 6-lane, heated swimming pool. With 75 acres of land, including several full-sized rugby pitches, cricket pitches and nets, two all-weather artificial hockey pitches, eight floodlit hard tennis and netball courts, it is no wonder that the site has been used as a team training base for numerous national teams, including the Canadian rugby team and the West Indies Ladies' Cricket teams.





The Post

In order to support the smooth administration of the School, we require an Administrator whose main focus will be on the registration and administration of pupil attendance.

This presents an opportunity to grow professionally whilst working in a supportive environment. If you want to make a difference to young people's lives through supporting a highly academic school, we would welcome your application to join our pastoral team.

The successful candidate will need to be flexible, approachable, and efficient with the skills necessary to work effectively in a dynamic and high performing independent school. Knowledge and experience with SIMS or a similar school information management system is desirable.

Applicants will be committed to delivering a high standard of service and must have the right to work in the UK.

Purpose of the job:

- To support the smooth administration of the School, including administration of the registration and attendance of pupils under the direction of the Director of Well-being and Co-curricular.
- Together with school receptionist, provide welcoming and efficient front-of-house service, including answering the phone.

Key Responsibilities

Attendance

- Complete registration of pupils ensuring that all pupils can be accounted for
- Ensure that all registers are completed and no missing marks or unexplained absences remain
- To liaise with the Pastoral team regarding any pupils who are unaccounted for, as necessary
- To check and remind as necessary, any staff to complete registers
- Check accuracy and correct coding on registers

- Collate, maintain and update attendance data
- Provide data, when requested, in relation to attendance patterns
- Support and contribute to the school's responsibility for safeguarding pupils, including reporting any safeguarding concerns in relation to attendance
- Lead and conduct oneself in an exemplary manner from a child protection point of view

Front-of-House

- Support the school receptionist with answering phones and distribution of any messages to staff, signing in school visitors and providing front of house services
- Support other schools' attendance when/if required
- Other tasks as may be reasonably requested by the Director of Well-Being and Co-Curricular.

Additional Duties

- Work in accordance with current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships
- Monitor, review and evaluate departmental plans and strategies
- Support the School's well-being approach
- Be committed to Leicester Grammar School Trust's vision and ethos.

Person Specification

Essential Qualifications, Experience and Skills

- Experience of working in a school environment, with an understanding of attendance procedures
- Proficiency with IT, particularly Microsoft office
- Ability to prioritise, make decisions and to use initiative
- Demonstrate the ability to build effective relationships with pupils, parents, colleagues and external agencies
- Possess the ability to communicate effectively and appropriately with a range of audiences, such as colleagues, pupils and parents
- Possess the experience and willingness to work in a fast-paced environment
- Strong attention to detail and accuracy of written English
- Demonstrate the ability to follow instructions, policies and procedures.

Desirable Qualifications, Experience and Skills

- Have knowledge and experience of SIMS or similar school information management system
- Show a commitment to diversity and equality practices within an educational setting
- Demonstrate and promote positive values, attitudes and behaviour with young people
- Have an enthusiasm for supporting pupils and colleagues in a school environment
- Have an understanding of safeguarding.



Personal Qualities

- Have an enthusiastic and proactive approach
- Show willingness to work flexibly according to the fluctuating demands of the role
- Possess the ability to maintain confidentiality appropriately
- Model and promote good manners and an understanding of the needs of pupils of all abilities
- Demonstrate the ability to work as part of a team and collaboratively across the school
- Demonstrate excellent organisational skills and have the ability to work to deadlines.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.



Hours and Benefits

Staff in our schools are well qualified and enthusiastic and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care.

Start Date	September 2024 or earlier
Hours	Full-time, term-time (35 - 39 weeks per annum)
Contract	Permanent
Salary	Actual salary £18,865 - £20,721 per annum (dependent upon working weeks). Salary will be spread over 12 equal payments
Pension	The Trust participates in Standard Life Pension, for support staff, with employer contributions equivalent to 6% of salary in return for contributions by the employee equivalent to 3% of salary
Lunch	School lunch is provided during term-time on days where you work 5 or more hours
Education	Fee remission for the children of our staff is available at all schools across the Trust
Car Parking	Free car parking is available at the school sites



Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

The closing date for applications is Friday 31 May 2024. Interviews are currently planned for Friday 7 June 2024

Please note that tours of the school form part of the interview for short-listed candidates. Also, references will be obtained prior to interview.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, on-line searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. On this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).work within Leicester Grammar School Trust (Annex 3).



Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from individuals at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnership.





LEICESTER GRAMMAR SCHOOL

Independent Co-educational Day School
for children aged 3-18

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