

JUNE 2021



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND

ASSTEAD • LEATHERHEAD • EPSOM

Join the inspiring world of Downsend



Little Downsend Ashtead
22 Oakfield Road
Ashtead
Surrey
KT21 2RE

Candidate Brief

Non-Teaching

Little Downsend Administrator

Details for applicants

Downsend is a forward thinking and innovative independent school providing education for children aged 2-16 years. Based over four sites we have three separate Little Downsend Schools in Ashted, Epsom and Leatherhead. Each teaches children from the age of 2 (First Steps) to 6 (Year 1). All the Little Downsend sites are overseen by Headteacher, Mrs Vanessa Conlan, who instils the same ethos, high standards and innovative curriculum across each school through her dedicated team of experts. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.



We are looking to appoint an experienced and enthusiastic administrator to work as part of our team in Ashted starting September 2021 on a one-year fixed term contract. You will be required to carry out the role of administration support to the Head Teacher and Head of School, staff, parents and children, having regard to the aims and objectives of our little Downsend School. The attached role profile gives an indication of the tasks and responsibilities involved in this post but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role, please contact Sue Wood, HR Administrator on: 01372 385419 or by email: sue.wood@downsend.co.uk.

The school day starts at 8.30am and finishes at 4.00pm. This role is for term time working plus 5 weeks to be worked over the school holiday periods. You would also be expected to attend 4 inset days a year, which are held at the beginning of each term.

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Downsend is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. This means we will undertake pre-employment background checks before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK. Please note that checks are not required prior to the age of 16.

Overview of employee benefits

Downsend aims to offer every member of our team a competitive salary, a range of great benefits and opportunities for career progression.

Our benefits include:

- Pension scheme
- Cognita Care First - Employee Assistance Programme
- School fees discount (conditions apply)
- Lunch available
- Cycle-to-work scheme
- Reimbursement for eye tests every two years for VDU operators
- My Staff Shop - discounts for staff across a range of companies

How to apply

We are delighted that you are interested in joining Downsend School. To apply:

- Visit www.downsend.co.uk to see more about our schools
- Download and complete the application form
- Email the application form plus a covering letter to sue.wood@downsend.co.uk
- You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.



Next steps

The closing date for applications is Friday 2 July with interviews the following week. Candidates will be contacted after the closing date if they have been selected for interview. All applicants will be advised of the outcome of their application.

Please do contact Sue if you have any questions. We look forward to receiving your application.

Vanessa Conlan | Head Teacher

Little Downsend Ashted | Little Downsend Epsom | Little Downsend Leatherhead