



DUMPTON SCHOOL WIMBORNE



School Secretary



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The School

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 330 pupils, and a forward thinking and ambitious approach to education, recognised by an ISI 'Excellent' Inspection, and recent shortlisting for the 'Prep School of the Year' Award. The school's strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success, as well as character education. Two core values – Be Kind and Aim High – lie at the cornerstone of Dumpton's ethos and culture, and also sit at the heart of Dumpton's vision 'a nurturing and aspirational environment where every child fulfils their academic and personal potential'.

The Role

Main Duties:

The main purpose of this position is to ensure the efficient and smooth running of the reception area, with all that entails, and to maintain excellent working relationships with pupils, parents, staff, school governors and suppliers.



Job Description

School Secretary

Reporting to: Head's PA/Office Manager

Key Responsibilities:

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this as operationally required and at the discretion of the Bursar

- To provide a warm and professional welcome to all visitors to the School and be the first point of contact in person and on the phone.
- To attend to all incoming mail and messages and use own initiative to deal with accordingly where appropriate.
- To liaise and correspond as necessary with the administrative and academic staff, governors and pupils regarding school communications.
- To support the Matron department with daily registration.
- To assist the Head's PA/Office Manager with parent correspondence including (but not limited to) assisting with weekly newsletters, trips and events communications, Parent Portal updates, and the School's parent email system.
- To ensure school stationery stock is maintained at appropriate levels.
- To ensure the school's photocopiers are serviced and maintained when required.
- To support the school's wider administrative procedures, including de-registration, organisation of after school care and co-curricular activities, and school transport.
- To support members of the SMT with administrative tasks linked to the day to day running of the school.
- To support the Head of Marketing with maintaining the school website, as well as helping to produce school resources which are professionally presented and in line with the brand guidelines.

Person Specification

Personal Skills & Attributes Required:

- Experience as a Receptionist and/or office administration ideally in a school environment.
- Good organisational and written skills with a high standard of presentation.
- The ability to multi-task effectively in a fast-paced environment whilst maintaining attention to detail.
- High degree of computer literacy, including MS office and the use of databases/management information systems. Knowledge of iSAMS would be advantageous.
- Professional discretion.
- A positive and flexible approach to duties and working hours.
- Good telephone and office manner with the ability to deal calmly with all enquiries.
- The ability to co-operate easily with others.
- Strong communication skills with a friendly, cheerful and polite demeanour.

Key Information:

- Based at Dumpton School, Wimborne, Dorset.
- The successful candidate will be expected to work Monday to Friday 8.30am to 5.30pm plus 4 additional weeks during the school holidays.
- There may be some slight flexibility with start/finish times for a particularly strong candidate.
- The school will also consider a job share for the right candidates.
- The salary is £23,520 (FTE £30,576) per annum, paid on the 20th of each month.



Further Information

- The school is inclusive and committed to achieving equality of opportunity for our pupils – and we feel the same about our staff. We would actively encourage candidates of all backgrounds, experiences and perspectives to work at Dumpton, contributing to a rich, diverse staff team where our unique talents can contribute to our collective success
- As per the latest Safer Recruitment guidance for education, the school will request references in advance of interviews – please contact us if this is an issue by emailing recruitment@dumpton.com
- Please visit <https://www.dumpton.com/vacancies> for full details.
- All applications must be made using our standard application form (which can be found on our website, together with pertinent policies)
- Completed application forms together with a covering letter should be sent as follows:

RETURN APPLICATIONS:

- **VIA EMAIL TO:** recruitment@dumpton.com
 - **BY POST TO:** Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF.
 - **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** 9am on Friday 8 November.
- It is anticipated that interviews will take place week commencing Monday 11 November.
- We are committed to equality of opportunity and encourage applications from minority ethnic and disabled groups, as they are under-represented amongst our staff.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.