

Person Specification:

Qualifications/Experience

1. Educated to Higher level.
2. Prior experience of working in an administration role is essential.
3. Experience of dealing with people in challenging circumstances.
4. Experience working with financial information desirable.
5. Experience working with highly sensitive and confidential information essential.
6. Familiarity with Data Protection (GDPR) legislation.

Skills

7. A proven track record of successful PA/ Secretarial support to a Senior Manager.
8. Demonstrable experience of collating and preparing information for senior leadership meetings, circulating papers and minute taking.
9. Excellent written and verbal communication skills are essential.
10. Ability to draft complex and sensitive letters on behalf of Bursar whilst mindful of the High School's ethos and policies.
11. Ability to find and suggest pragmatic solutions whilst being mindful of the school's business and reputation.
12. Accustomed to using initiative and working unsupervised with excellent organisational skills essential.
13. Experience of Microsoft Office.
14. Excellent interpersonal and communication skills with the ability to liaise and influence with internal and external stakeholders.
15. Strong team player with the ability to develop and maintain effective working relationships.

Personal

16. Ability to keep calm under pressure with a healthy resilience.
17. Ability to handle difficult situations with diplomacy.
18. Building and maintaining good working relationships.
19. Complete discretion, confidentiality and integrity essential to the role.
20. Professional and efficient.
21. Ability to adapt to the culture of an independent school.
22. Self-awareness in terms of personal strengths and challenges.
23. An agile and flexible approach given the changing environment we now all work in.
24. An enthusiastic manner with the ability to cope with the unexpected and remain calm.
25. Possess cultural awareness and sensitivity in working towards the aims of the School.

GENERAL TERMS OF APPOINTMENT

- Hours of Work:** Full-time; 35 hours per week; Monday to Friday inclusive; 8.30 a.m. to 4.30 p.m. (To be discussed at interview). This is maternity cover post and the current FTE is 'term-time plus post which is term-time plus 3 weeks to be worked across the Easter and Summer school holidays. A degree of flexibility is required with working hours to fulfil the requirements and demands of the role. This may include earlier starting times or working later at meetings for example.
- Salary:** The salary based on the full-time equivalent of 52 weeks, 35 hours per week is equal to £25,034 per annum. The pro rata salary is £23,300 per annum which is based on 48.4 weeks and comprises 190 days' term-time, 15 additional working days during Easter/Summer and 37 days holiday (total of 242 days or 48.4 weeks). Salary is spread equally across the year.
- Probationary Period:** There is a probationary period of three months (excluding school holidays).
- Holidays:** 37 days inclusive of 12 public/fixed holidays (FTE) at times designated by the School. 10 days' leave (FTE) to be kept aside for the School's Christmas shutdown period which includes Public days. Longer periods of annual leave (a week or more) should normally be taken during the designated school holidays.
- Pension:** An auto-enrolment pension scheme is available provided by The Pensions' Trust with contribution rates set at 4% for employees and 8% for the employer as well as defined contribution pension scheme with employee contribution rates set at 7% or 10% with the employer contributing 13.55%. Death in Service benefits are in addition paid by the employer. Further details on request.
- HSD Rewards:** The School provides access to an online savings platform which offers access to discounted clothes, food, holidays, leisure trips and more to all staff.
- Parking:** Parking is not available on site.
- Smoking:** Smoking is not permitted on any of the School grounds or premises.
- Medical:** The successful applicant will be required to complete a medical questionnaire. The outcome of which has no bearing on the appointment but highlights any reasonable adjustments the School may need to consider in employment.
- Child Protection:** The School requires all newly appointed staff to undertake a check with Disclosure Scotland to register with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.
- Start Date:** As soon as possible but also dependent on the successful candidate's availability and the satisfactory completion of pre-recruitment checks.

The Application Process:

An application form must be completed with details of two referees, of whom at least one must be from the most recent, former employer. In addition to the application form, please send your curriculum vitae (CV). Applications should be sent to the Human Resources Manager, hr@highschoolofdundee.org.uk.

Please note: Emailed applications are preferred.

Closing Date: Sunday 09 January 2022 Interview Date: To be confirmed