



Job Description

Secondary Coordinator

Post Details

Salary: SCP 16 (£28,282 FTE - £15,272 Basic)

Location: ESUK, Culham, Oxfordshire

Contract type: Part-time (22.5 hours per week), term time plus 5 weeks*, 0.54 of FTE

Reporting to: Deputy Heads of Secondary

Start date: February / March 2024

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). The primary school is bilingual, lower secondary students follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19.

Job Description

As the Secondary Coordinator, you will work with the Deputy Heads of Secondary to coordinate the 6th Form admissions process and organise the administrative functions for the secondary section of Europa School UK. There will be some elements of marketing, website updates as well as communicating with key stakeholders including parents.

*The 5 weeks additional hours would be two weeks at the start of the Summer break, one week part time remote working in early August and one week before the start of term in September. The secondary coordinator would also need to work on INSET days throughout the year.

Main responsibilities:

- To coordinate the admissions into the Europa 6th Form:
 - Arranging and attending open events
 - Liaise with the School Development Manager to create publicity materials online and in print to help market the 6th form.
 - Manage the application process, sending and receiving application forms and processing the information.
 - Ensure that all administration relating to school admissions is undertaken efficiently and appropriately and that all pupil records are up-to-date electronically and in files.
 - Ensure the induction of all new students is well planned, appropriately documented and liaise with the appropriate pastoral staff.



- o Input the pupil data onto the MIS including admissions/leavers, exclusions and student details including pupil premium and eligibility for free school meals.
 - o Ensure all members of staff are provided with readily accessible pupil data to perform their roles effectively.
 - o Organise and invigilate 6th form entrance assessments and interviews.
- Provision of general and confidential Executive PA services to the Deputy Heads of Secondary:
 - o Dealing with all correspondence to the Deputy Heads of Secondary. Responding to general enquiries.
 - o Accurately creating and presenting a wide range of reports, documents and correspondence, for the Deputy Heads of Secondary and the members of the leadership group.
 - o Maintaining the Deputy Heads of Secondary's diary, organising meetings, keeping the Deputy Heads of Secondary on schedule, making travel arrangements, etc.
 - o Maintaining filing systems for the Deputy Heads of Secondary, ensuring archiving and record-keeping systems are compliant with regulations.
 - o Producing and handling a range of confidential material, e.g. appraisal documentation, confidential safeguarding matters, confidential staff issues including disciplinary, legal matters.
 - o Ensuring the records in the MIS for the IB (ManageBac) are up-to-date and maintained
 - o Liaising with the Exam coordinators to ensure examinable elements of the IB (e.g. extended essays) are updated inc. IBIS and e assessments
 - o To work with the Deputy Heads of Secondary designing and producing high quality presentations and a range of materials for internal school meetings, parent's events, assemblies, governors' meetings, etc.
 - o To assist the Deputy Heads of Secondary with producing, reviewing and updating a range of school policies and Deputy Heads of Secondary communication.
 - o Ensure that teachers are reminded of and meet deadlines.
 - o Circulate, as appropriate, information concerning INSET and subject related meetings.
 - o To undertake research tasks for the Deputy Heads of Secondary as directed.
 - o To work closely with the Deputy Heads of Secondary designing and collating central school documents, e.g. Teaching and Learning evaluation, school self-evaluation statement and all supporting evidence, School Development Plan and monitoring reports.
 - o Organising events and meetings.
 - o Taking minutes at meetings as directed by the Deputy Heads of Secondary
 - o To represent the Deputy Heads of Secondary as a welcoming and professional first point of contact, liaise, with tact and diplomacy, with other school staff and others outside the school.
 - o Dealing with enquiries from parents, staff and other outside agencies.
 - o To be flexible and work according to the needs of the Deputy Heads of Secondary. This may include:



- Assisting in other sections of administration from time to time.
- Occasional evening or weekend working with appropriate pay or time off in lieu.

Other:

- Actively promote the safety and welfare of our young people.
- Ensure compliance with data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

Person Specification

The ideal candidate will be a dynamic, highly organised individual with administrative experience, preferably in the education sector and an ability to think creatively.

Experience and Skills

- Some marketing experience would be desirable
- Experience of running effective administrative systems, preferably in a school environment
- Experience of successful team/ partnership work
- Good IT skills. e.g. Google Sheets

Personal Attributes

- Well organised and methodical, with a high degree of attention to detail.
- Self-motivated and resourceful; confident approach to work, enthusiastic and able to plan and undertake work with limited direct supervision.
- Willing to be flexible and hands-on; able to thrive in a small team.
- Ability to engage both staff and parents to co-operate when they have many competing demands on their time
- Quick learner
- Patience
- Ability to identify new opportunities for the school and make creative suggestions.



For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.