



ALDERLEY EDGE
SCHOOL FOR GIRLS

Prep School Secretary
Full Time Term Time plus 10 days
Required for 24 March 2025

INFORMATION FOR APPLICANTS



FANTASTICALLY
GREAT WOMEN
who changed THE WORLD

In this exciting first-of-its-kind illustrated non-fiction book, learn about the lives of some of the most influential women in history, science and beyond. Who changed the world with courage, BRILLIANT ideas and the will to fight with ENDURING DETERMINATION? Discover inspiration with **EMILY DICKENS**.

With beautiful illustrations and fascinating facts, this book is the perfect introduction to a list of the remarkable women who helped shape the world we live in. Follow them and prepare for an adventure of your own.

Illustrations by [unreadable]

FANTASTICALLY
GREAT WOMEN
who changed THE WORLD

Kate Pankhurst

Introduction from our Headmistress

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important

life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

C Wood

Mrs Caroline Wood
Headmistress



Vision Statement

“Aspire not to have more, but to be more”
(Archbishop Oscar Romero)

Our Aims

Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



Current Staffing

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

Accommodation

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





Prep School Secretary

**(Full-Time: Monday, Wednesday, Thursday and Friday 08:00-16:00 and
Tuesday 08:00-17:00)**

Job Description

Role Reporting to: Head of Prep School

Purpose of role:

To provide the Head of Prep School and Prep School staff with a comprehensive administrative and secretarial support service so that they can undertake their roles with maximum effectiveness.

Main Duties and Responsibilities

Communication & Administrative Services

- Providing administrative and secretarial support to the Head of Prep School.
- Daily recording of class registers, checking pupil absence and ensuring all absent pupils are accounted for.
- Assistance with Senior School Registers and Pupil Absence when required.
- Recording absences in iSAMS, in Out of School, on the Excel Track & Trace spreadsheet and emailing daily staff/pupil absence to AESG Data Team.
- General secretarial duties for the Prep School including preparing and emailing letters to parents, dealing with queries from parents.
- Maintenance of the Prep School entries in the Whole School Calendar and preparation of the weekly sheet of activities.
- Input into the Prep items on the School's weekly newsletter, the '#BeMoreBulletin'
- Administration for School trips and visits including co-ordinating completion of risk assessments.
- Uploading letters to the Parent Portal and maintenance of the Parent Portal.
- Attending Prep School Staff Meetings, taking minutes, and distributing them promptly once checked by the Head of Prep School.
- Preparing template Curriculum Overviews each half term and sharing them with relevant stakeholders.
- Coordinating the Enrichment Programme, including sign-ups and registers.
- Co-ordination of the Assembly Rota and assisting with the organisation of celebration assemblies and end of term assemblies.

- Updating House Points and organising pupil awards, along with purchasing and distributing position of responsibility badges.
- Preparing and processing documents, reports, parent open days, assembly programs and presentation materials, using appropriate software packages and ensuring that the quality of work produced is appropriate for its purpose and produced within required timescales.
- Planning, organising and inputting into the calendar internal and external meetings/interviews/events as required by the Head of Prep School ensuring that appropriate information, facilities and refreshments are provided, and making travel arrangements if necessary.
- As part of the administrative team, contributing to the smooth running of the school office, including providing cover for colleagues as required, and provide general administrative assistance to the Headmistress, Director of Finance & Operations and Head of Prep School as required.
- To carry out any tasks relating to Inspection preparation in liaison with the Headmistress, Director of Finance & Operations and Head of Prep School updating school policies, maintaining files of up-to-date regulatory evidence etc.
- To attend Health and Safety meetings and work in liaison with the School Site Team to maintain the health and safety of the Prep School.
- Contributing to the duty rota, both before school (from 8am) and at break times, to ensure adequate supervision for the pupils.
- To cover the main reception desk when required.
- To take staff meeting minutes on Tuesdays until 5pm

School Events and Public Occasions

- Co-ordination and organisation of Prep School events.
- Assisting with the organisation of Parents' Evenings, Parent Forum and Welcome Evenings.
- Assisting with the organisation of fundraising events in conjunction with the "Parent and Friends Association".
- Organising and overseeing the running of the Prep School individual and sibling photograph day.
- Attending and ensuring the smooth running of particular key events, including School Open Days and Parents' Evenings.
- Contribution to the positive promotion and marketing of the school in the local and wider community.
- Ensuring that visitors and callers to the school receive an efficient, professional, approachable and welcoming service, in line with the ethos of the school.
- Attending school events as required by the Head of Prep School.

- Liaising with the School's catering manager and facilities manager for key school events and trips.

General Support for the School

- Supporting the School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Administering first aid and medicines to Prep School pupils.
- Recording accident and head injury reports electronically and in iSAMS and informing parents in the event of a head injury.
- Being aware of and comply with all policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contributing positively to the overall ethos/work/aims of AESG.
- Participating in training and undertake any performance development activities as required.
- Attending and participating in meetings and forums as required, both internally and externally.
- Being aware of and responsive to the changing needs of the school and maintain a flexible and pro-active approach to work.

You will also be expected to undertake any other related duties as requested by the Headmistress, Director of Finance & Operations or Head of Prep School. Support for other administrative staff at key times in the year may also be required (e.g. school holiday periods).

Person Specification: Prep School Secretary

	<i>Essential</i> <i>These are qualities without which the applicant could not be appointed</i>	<i>Desirable</i> <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>
Qualifications	<p>A good pass at GCSE in English and Maths.</p> <p>Recognised secretarial or administrative qualification, or the equivalent gained through experience.</p> <p>First Aid Qualifications (or a willingness to undertake training).</p>	<p>Paediatric First Aid qualification.</p>
Experience	<p>Considerable secretarial experience.</p> <p>Experience in dealing with confidential work with tact and discretion combined with a calm personality and sound judgement in dealing with adults and children.</p> <p>Previous experience of working in a complex, busy, service-driven environment.</p>	<p>Experience of working in a school environment.</p>
Knowledge and Skills	<p>Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.</p>	

	<p>First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail.</p> <p>Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative.</p> <p>Able to maintain a high work rate and to juggle a range of tasks and competing priorities.</p> <p>Fully PC literate, with a high level of proficiency in the Microsoft Office suite of tools.</p> <p>Excellent command of written and spoken English.</p> <p>Good telephone manner and ability to deal with callers and visitors in a calm and courteous way.</p> <p>Ability to summarise complex discussions in writing (e.g. for minute taking).</p>	
<p>Personal competencies and qualities</p>	<p>A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.</p> <p>Honesty, energy, stamina, enthusiasm.</p>	

	<p>A willingness to give their time generously to support school events and activities.</p> <p>An enjoyment of working with and being in the company of young people.</p> <p>Professional but approachable demeanour in relating to members of the school community, suppliers etc.</p> <p>Well-presented, with dress standards and appearance appropriate to the role.</p> <p>Willingness to “roll up sleeves” in an emergency.</p>	
<p>Safeguarding</p>	<p>Commitment to implementing whole school policies relating to the safeguarding of children.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries.</p>	<p>Full understanding of safeguarding requirements.</p>



ADDITIONAL INFORMATION

Salary and Other Benefits

The position is offered as a permanent role, full time, term time only plus 10 days from Monday 24 March 2025.

Hours of work: Monday, Wednesday, Thursday and Friday 08:00-16:00 and Tuesday 08:00-17:00

Salary: £20,432

Salaries are reviewed annually at the start of the academic year.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

Other Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

It is essential that everybody working in AESG understands their safeguarding responsibilities and is committed to promoting the welfare of the children in our school.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

Application Arrangements

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to staffrecruitment@aesg.co.uk, the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

The closing date for receipt of applications is 14 February 2025

Interviews will be held on Monday 24 February 2025



ALDERLEY EDGE
SCHOOL FOR GIRLS

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