



## Job Description

1. **Job Title:** Bursary Secretary
2. **Responsible to:** Finance Director
3. **Job Summary:** The bursary secretary will primarily support the Chief Operating Officer and Finance Director with administrative and secretarial tasks. The role may extend to support other departments within the bursary from time to time as required and at the direction of the Chief Operating Officer.
4. **Duties and responsibilities:**
  - Diary management and scheduling meetings for both the COO and FD
  - Sending letters to parents on behalf of both the COO and FD
  - Taking notes at weekly support staff briefings and uploading to Teams
  - Taking minutes at governor committee meetings and other meetings chaired by the Chief Operating Officer and making these available within a timely manner
  - Support the Finance Director in their role as Company Secretary
  - Support the Chief Operating Officer in their role as clerk to the governors, to include:
    - Maintaining governor training records
    - Supporting with organisation of meetings; liaison with catering/IT/venue
    - Responding to governor queries
5. **Safeguarding duties:**
  - The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Charity's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if s/he is the School's DSL, to the Headmaster and relevant agencies
  - The post holder will be engaging in regulated activity
6. **Additional duties:**
  - Any other reasonable management request
7. **Person Specification**

The successful applicant will need to be:

  - Smart and presentable
  - Efficient and accurate with high personal standards and good attention to detail
  - Highly organized, pro-active, personable and able to use their initiative
  - Ability to multi-task and prioritise
  - A good communicator with the ability to relate to a wide cross-section of people



- A welcoming, confident but efficient telephone manner
- Comfortable with handling sensitive and confidential information with absolute discretion
- Computer literate
- Proficient in producing minutes of meetings
- A willingness to take instruction and an ability to work on his/her own.

## 8. Terms and Conditions

**Salary:** £15 hourly

**Hours of work:** 20 hours weekly Monday – Friday, term time (33 weeks) and six additional weeks to be worked during school holidays, a total of 39 weeks to be worked per year. Flexible working patterns are available.

**Probationary Period:** 12 months

**Holiday:** Pro rata of 5.6 weeks paid annual leave to be taken during the school holidays, including bank holidays and Christmas closedown.

**Pension:** Automatic enrolment into the Eastbourne College Incorporated WorkSave Pension Scheme after three months service. The charity will contribute 5% of your gross salary, and you will contribute 3% (opt-out available).

**Other benefits:** Life assurance, annual pay review, use of college gym and free lunch available.

## 9. Application Process

To apply, please <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

For further information please contact Human Resources Department on [hr@eatbourne-college.co.uk](mailto:hr@eatbourne-college.co.uk) or tel: 01323 452288.

Closing date for applications is **30 September 2024**

## 10. Safeguarding and Equal Opportunity Statements

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Post holders will be engaging in regulated activity.



All posts are exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.

Eastbourne College (Incorporated) is a non-smoking establishment.

September 2024