



UPPINGHAM SCHOOL

Leonardo Administrator and Supporting Technician

Job Details

General

Uppingham School, founded in 1584, is one of Britain's leading co-educational independent boarding schools, set in an attractive Rutland market town. As a boarding school there is a strong sense of community. Almost 800 pupils live on site 24/7 and are accommodated in 15 boarding houses, taught by two-dozen academic departments, and participate in numerous extra-curricular activities such as sports, music, drama and expeditions.

The School has over 600 full-time and part-time employees. The academic structure is supported by business support departments responsible for buildings and grounds maintenance, finance, catering and boarding house services, IT network, HR, marketing, admissions, health & safety, legal affairs, health care and the School's trading subsidiary, which includes Summer School courses, the School Shop and the Uppingham School Sports Centre (USSC).

The Appointment:

Leonardo Administrator and Supporting Technician

Reporting to: Clive Simmons, Director of the Leonardo Centre

Job Purpose:

- To provide administrative support to the Director of the Leonardo Centre and all Heads of Department within the Leonardo Centre.
- To provide technical support to the Heads of Department and all Art, Textiles and Design and Technology staff, ensuring that rooms and workshops are set up for lessons, equipment is maintained, and health and safety requirements are met (in conjunction with the Heads of Department).
- To provide technical support to pupils who are producing exam projects or free time projects.

Key Tasks and Responsibilities:

- To order all materials, stock, and supplies.
- General and specific office duties. Diplomacy and Confidentiality is a MUST.
- Keep departmental accounts / petty cash – Sort & check delivery notes / Invoices daily. Inform department of potential overspend wherever possible.
- To allocate all payments of bills, allocating to each department and coding to each department code, including the Leonardo credit card.

- To support the Director of the Leonardo Centre and the individual department Heads with any administrative duties, e.g. arranging departmental trips, starter weekends, prep school days.
- To take minutes for whole departmental meetings and individual department meetings.
- To assist the Director of the Leonardo Centre with budget control, allocation of the Leonardo budget, and checking monthly budget reports are correct.
- To answer the phone and replying to emails as and when required.
- Type up staff appraisals and lesson observation notes.
- Check and process all recharges within the department.
- Chase delayed deliveries / payments.
- Sort travel/reimbursements for members of staff.
- To stock check across all departments, creating clear spreadsheets for all stock per department and ensuring these are up to date.
- To assist in the safe maintenance of all machines and equipment in accordance with department schedules.
- To assist in recording and maintaining accurate records of the safe maintenance of all machines and equipment.
- To maintain a safe and tidy working environment at all times.
- To undertake any other training appropriate to the responsibilities of a Technician (including a full first aid qualification)
- To record and maintain accurate records of all data required for the Control of Substances Hazardous to Health (COSHH) and risk assessments for the safe use of equipment and machinery.
- To prepare all teaching materials required for project and exam work (including paint, drawing materials, canvases and textiles materials).
- To assist with the setting-up of rooms for practical lessons, as well as working alongside the class teacher in assisting pupils with project work in all areas of the Leonardo Centre.
- To work with small groups of pupils on curriculum and non-curriculum projects.
- To assist with the physical upgrading and development of the department as required e.g. creating exhibitions for students work.
- To undertake other delegated tasks and duties and contribute to the efficient, smooth-running of all departments and assist with any other duties and responsibilities as reasonably required by the Heads of Department or Director of the Leonardo Centre.

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Person Specification:

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Knowledge and experience of the Microsoft package: Outlook, Word and Excel in particular.</p> <p>Art studio, Textiles studio, Photography studio and/or DT workshop experience.</p>	<p>Work in an arts/ DT/Textiles/Photography</p> <p>Art or Design Graduate</p>

	<p>Minimum requirement of education to secondary level.</p>	
<p>SPECIALIST SKILLS & EXPERIENCE</p>	<p>Demonstrate interest in anything practical.</p> <p>Willingness to learn about new skills, techniques and equipment and to adapt to new situations and demands as they arise.</p> <p>Willingness to undertake training in new areas, particularly as changes in exam specifications dictates.</p> <p>Effective communication skills, using a variety of media.</p> <p>Strong time management and organisational skills.</p> <p>Good interpersonal skills, with a positive, approachable outlook.</p> <p>Knowledge and understanding of Health and Safety issues.</p> <p>Ability to work at pace.</p> <p>Proven experience of excellent oral and written communication.</p>	
<p>PERSONAL QUALITIES</p>	<p>Must be able to engage with children.</p> <p>Ability to meet deadlines effectively.</p> <p>Able to play an active role as part of a busy team.</p> <p>Ability to work alone and use own initiative to complete tasks set.</p> <p>Able to remain calm if under pressure.</p> <p>Positive, can-do, and forward-looking attitude.</p> <p>Excellent communication skills, oral and written.</p> <p>Excellent listening and observational skills.</p> <p>Personable, positive, supportive, and calm, able to problem-solve without drama.</p>	<p>Able to engage across disciplines in a bespoke creative centre</p>

	Professional and diplomatic. Confident working with young people/teenagers as well as adults. Excellent organisational skills and ability to prioritise work effectively. Excellent IT skills.	
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Safeguarding and Child Protection:

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 School's 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 child protection officer or to the Headmaster.

Terms and Conditions:

- **Working Hours**

Monday, Tuesday, Wednesday, and Thursday 8.30am – 4.30pm
Friday 8.30am to 5pm. (1-hour unpaid lunch each day). Total of 35.5 hours per week

- **Salary**

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- **Holidays**

The annual holiday entitlement is all normal school holidays.

No holiday may be taken during term time.

Public holidays that fall in term time are normal working days.

Benefits:

- Access to the Uppingham School Group Pension Plan. Employees will be subject to auto-enrolment legislation, but may increase their contribution after a qualifying period, subject to certain criteria. The School will match increased contributions on a 2:1 basis, up to a maximum of 10% contribution by the School.
- Private Health care: The School pays 50% of the premium (pro-rata for part-time staff).

- Full membership of Uppingham School Sports Centre for a annual fee only of £15 for full-time employees, pro-rated monthly membership for part-time employees Free Membership for part-time employees Free membership of dual-use Sports Centre (15 joining fee).
- Free staff lunches during term-time.
- Death in service cover with a lump sum of two times the contractual annual salary.

Applications:

Applications must be made on the School's application form. Please send completed applications to:

The HR Department
Uppingham School
The Bursary
High Street West
Uppingham
Rutland
LE15 9QD

E: hr@uppingham.co.uk

T: 01572 820633/0646

www.uppingham.co.uk