



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Information Pack

SCR Administrator & Reprographics Assistant

(Full-time, term time
only + 3 weeks; possible
job share available)

Closing Date: Wednesday
8th May 2024

Interviews Date: week
commencing 13th May 2024





MAGDALEN
COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



MAGDALEN
COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school's central Oxford site.

The Role

The school is seeking to appoint a Senior Common Room (SCR) Administrator & Reprographics Assistant. The post holder will provide full and efficient secretarial, administrative and reprographics support to school staff. The SCR Administrator & Reprographics Assistant is part of the School Office team, which comprises the School Administrator, the Receptionists, the SCR Administrator and the SCR Reprographics & Administrative Assistant.

The post holder will also be expected to take responsibility for the following:

- Ordering academic stationery, commendation certificates and Leavers' books. Liaising with Heads of department and the bursary over department bids to manage the process.
- Providing administrative support to school events, including managing ticket booking and allocation
- Distribution of post
- Managing the publication of daily notices



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

- Providing administrative support to staff running school trips e.g. making bookings, preparing itineraries, preparing pupil lists, drafting letters to parents.
- Providing administrative support to teachers e.g. typing, creating pupil lists
- Managing pupil logins to online resources
- Arranging and communicating with parents about on-site parent events e.g. Parents Evenings, Liliun talks, Parents Forum

The post holder will be expected to assist the SCR Reprographics & Administrative Assistant with the following duties as required:

- Photocopying (e.g. internal exam papers, class handouts)
- Scanning
- Cutting and Laminating
- Binding documents
- Creating booklets, posters and displays
- making labels and badges
- ensuring the equipment in the Reprographics Room is maintained in good working order
- arranging for repairs to be undertaken by specialist contractors where necessary
- managing the supply and stock levels of all consumables required for printing and copying
- creating Open Day displays

As part of the School Office team, the SCR Administrator may be asked to support the School Administrator and / or Reception, and undertake any other duties or tasks requested by the Surmaster.



MAGDALEN
COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

This job description may be subject to review in consultation with the post holder.

The Candidate

The successful candidate is likely to be able to demonstrate/have:

- A high level of accuracy and attention to detail
- Strong IT Literacy and competency, including Microsoft Office; Word, Excel and Outlook
- Calm and efficient nature
- Excellent interpersonal skills
- Ability to work in a team
- Ability to multi-task
- Initiative and flexibility



Application Process

Candidates should submit the following two documents to the Recruitment Officer, Miss Yelena Molcanova (recruitment@mcsoxford.org) which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [Click here](#).

1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)



**MAGDALEN
COLLEGE SCHOOL**
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

All documentation should be sent no later than **Wednesday 8th May** at midday. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding interviews on the week commencing Monday 13th May. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a "Self-Disclosure" form before attending their interview.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This



role will be in regulated activity and will require a children's barred list check as well as an enhanced



MAGDALEN
COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

Remuneration and other benefits

The role reports to the Surmaster. This is a permanent, full-time term-time only post, plus 3 pre-agreed weeks during school holidays as well as INSET days (38 weeks/annum in total). One of these weeks must be the week before term starts in September. The working hours are 08:15-17:00, Monday to Friday. The salary is £25k-£27k per annum. This role could be considered for a job share so applications from candidates who wish to work part-time are welcome.

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved



in drama productions. Staff socials, guest nights and Master's Drinks are regular features of each term.

School fee remission is available for permanent staff sons and Sixth Form daughters who pass the entrance tests for the school, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission pro rata is available for MCS staff who have daughters attending Headington Rye, subject to a minimum of 50% FTE.



**MAGDALEN
COLLEGE SCHOOL**
INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens. Head to mcsoxford.org/vacancies to find out more.

Additional Information

Please note that MCS is an inner-city school, with limited parking. Staff are encouraged to use public transport wherever possible for their journey to work or take advantage of the cycle to work scheme or Travel Loans available.

If you have any questions or require additional information, please contact the HR office: 01865 253401.

