



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

### Team Administrator

Early applications are highly  
encouraged

Closing Date:

Midday, Monday 13<sup>th</sup> May

Interview Date:

Week commencing 20<sup>th</sup> May





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](http://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 full-time Team Administrator to provide a full administration support service to the School Surveyor and team members.

The main duties of the post will include, but not be restricted to, the following:

- To maintain and update various systems and records including appointment diaries, grounds equipment registers, departmental records of statutory checks and inspections, training activities and qualifications requirements of the Team, daily attendance, Team leave calendar and rota, staff key register and door access control system
- To assist new and departing staff by issuing/collecting ID badges, keys, maintaining records
- To oversee maintenance and needs of the School's vehicle fleet; keep records of fuels used, drivers' licences and any other background information; arrange alternative transport arrangements when necessary
- To maintain Helpdesk reporting procedures and MRBS/Red Diary and Helpdesk requests



## MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

- To liaise with other Support Departments as needed as well as communicating daily with the Cleaning Contractor's Site Manager
- To provide operational administrative support during School Events
- To provide a professional and timely support by answering email and phone queries
- To assist with Health & Safety tasks such as maintaining and updating Departmental Risk Assessments, preparing risk assessments as necessary, creating and maintaining a register for the Contractors' Health and Safety Assessment Scheme (CHAS), assisting in organisation of School-wide health & safety training, arranging termly Health & Safety meetings
- To raise departmental purchase orders, process invoices and monitor budget expenditures.
- Comprehensive training and mentoring will be provided to help to succeed in the role.

### The Candidate

The ideal Team Administrator will have the following skills and experience;

- Demonstrable experience in an administrative role, preferable in an education Sector
- Proficient ability in all Microsoft packages – Word, Excel, Outlook, PowerPoint
- Excellent time management skills and ability to manage multiple diaries
- Excellent organisational skills, including filing digital and hard copy records
- Good communication skills, including telephone and email
- An ability to act with tact and diplomacy under pressure, with a willingness and ability to develop working relationships with individuals from a variety of situations and backgrounds
- Willingness and aptitude to learn and set up Helpdesk and Room Booking systems
- Willingness to undertake Health & Safety and other relevant training



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

## Application Process

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

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

All documentation should be sent no later than **Monday 13<sup>th</sup> May, at midday**. Applicants who submit just a CV will be automatically rejected. 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 during w/c **Monday 20<sup>th</sup> 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.



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

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

## Remuneration and other benefits

This is a full-time permanent contract where the working hours per week are: 08:00-17:00, Mon-Fri with one hour (unpaid) lunch. The salary will be circa £26,000-£27,000 per annum, (plus a salary uplift in September), depending on skills and experience.

Non-teaching staff are automatically enrolled / can choose to enrol 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



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

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.

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](http://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.

