

Appointment of

Permanent

Full or part time hours considered

Compliance Assistant

To start as soon as possible



The Godolphin and Latymer School
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Working at Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 113 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from each of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefiting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea. The Preparatory School is now known as Godolphin and Latymer Redcliffe Gardens School.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

The Bursar's Office

This is a newly created role in the Bursary. The Bursar's Office is led by the Bursar, a member of the Senior Leadership Team, who is responsible for the financial management of the school and for the provision of support functions for the educational work of the school.

The Bursar is supported by an Assistant Bursar (Compliance) and an Assistant Bursar (Finance).

In addition, members of the Bursary team include:

- Bursar's PA (full time);
- Finance Manager (full time);
- Finance Assistant (Expenditure) (full time);
- Finance Assistant (Income) (full time);
- Personnel Manager (full time term time);
- Personnel Assistant (full time);
- Personnel and Payroll Assistant (full time).

The Bursary offices are staffed between 7.00am and 5.00pm during term time and 8.00am and 5.00pm during the school holidays. The offices are operational throughout the year, with the exception of the Christmas holiday whole school closure.

Your professional duties

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 and responsibility.

All staff working in the School during the school day will have some contact with children and will therefore be in regulated activity. In your role you are unlikely to be working with children directly but will regularly interact with pupils who may seek your assistance or otherwise interact with you when moving around the school.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Appraisal

- 1 Participating in any arrangements that may be made for staff review.

Further training and development

- 2 Participating in arrangements for your professional development

Child protection, discipline, health and safety

- 3 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- 4 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere

Staff meetings

- 5 Participating in meetings at the School which relate to whole-school issues.

Job description

The Compliance Assistant will be responsible to the Assistant Bursar (Compliance) and to the Bursar overall. They will provide administrative support for compliance in respect of both schools within the Foundation and for the organisation of visits out of school for Godolphin and Latymer.

The main duties and responsibilities of the post are:

Administrative support for the Assistant Bursar (Compliance):

- Amending and formatting school policies and templates and ensuring they are updated in all relevant locations;
- Assisting in the preparation and formatting of the risk registers;
- Scheduling, and taking minutes, of meetings of the Health and Safety Committee and Safeguarding Committee;
- Maintaining and/or checking accident records and records of health and safety checks;
- Liaising with insurers regarding claims and queries;
- Assisting with data protection compliance including maintenance of records and responding to requests from individuals regarding their data;
- Applying for event licences from the local authority and checking renewal of copyright licences;
- Keeping the school diary up to date with the Independent Schools Inspectorate and printing/distributing updated documentation;
- Assisting with correspondence and filing and other routine office tasks.

Administrative support for Visits

- Managing the list of upcoming visits and creating visit folders for new visits;
- Sending visit letters to parents via Schoolpost, on behalf of visit group leaders;
- Supporting the group leader with the booking of (e.g. organising coaches, TfL transport, school mobile phone);
- Monitoring and following up outstanding parent responses and payments by checking Schoolpost and/or with the Finance Office;
- Providing the group leader with a list of those attending based on responses/payments;
- Creating visit packs for the group leader, emergency contacts and the School Office;
- Creating visit groups in iSAMS and producing medical lists;
- Updating the staff portal with a list of girls out of school on upcoming visits;
- Assisting the group leader with queries from parents and any last minute changes to arrangements;
- For overseas/residential visits, uploading 'Advance Passenger Information' for travel if required;
- For overseas/residential visits, obtaining passport/EHIC copies and completed consent forms from parents and collating the information for the group leader and school nurses.

This list of duties and responsibilities is not exhaustive and includes any reasonable additional request which assists the smooth operation of the department.

Person specification

	Essential	Desirable	Method of Assessment
Education / qualifications	<ul style="list-style-type: none"> To be educated to A Level 	<ul style="list-style-type: none"> Further qualifications in a relevant field, e.g. legal secretary 	<ul style="list-style-type: none"> Application form Appropriate certificates References
Experience	<ul style="list-style-type: none"> Solid administration experience 	<ul style="list-style-type: none"> Experience in a similar role Experience of having worked in a school 	<ul style="list-style-type: none"> Application form References Interview
Skills and abilities	<ul style="list-style-type: none"> To have excellent IT skills To be thorough and meticulous about paying attention to detail To be well organised with excellent time management skills To be able to prioritise a wide range of duties and the ability to multi-task To have excellent interpersonal and communication skills To have the ability to deal confidently with enquiries To be able to work with a high level of initiative 	<ul style="list-style-type: none"> Experience of using Google Drive Experience of using a School Management Information System 	<ul style="list-style-type: none"> Application form References Interview
Personal qualities / behaviours / attitudes	<ul style="list-style-type: none"> To be committed to safeguarding and promoting the welfare of pupils To appreciate the importance of accuracy and efficiency in such a role To be discreet and confidential To be flexible and accommodating To be confident To be self-motivated and proactive 		<ul style="list-style-type: none"> Application form References Interview
Knowledge and understanding			<ul style="list-style-type: none"> Application form References Interview

Salary, hours and benefits

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

This is a newly created role. Full or part time working hours will be considered. Please stipulate your desired working pattern in your application.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

Medical staff on site – during term time, the School employs two School Nurses providing daily cover and two School Counsellors each work two days per week. All medical staff are available to employees of the School.

Enhanced sick and maternity/paternity pay arrangements – the School offers additional support to staff via its sick and family friendly policies.

Pension Scheme - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Private Medical Insurance – membership of a private medical insurance scheme is available at a reduced rate.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Cyclescheme – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches and Refreshments – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions available to staff, including acupuncture massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Application

Direct applications

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

Applications will be considered on receipt and interviews may occur at any stage.

Applying via recruitment agency

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Application forms should only be completed and submitted on request by the agency. Applications must then be made on the school's own application form. CVs alone will not be accepted for short-listed candidates.

Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

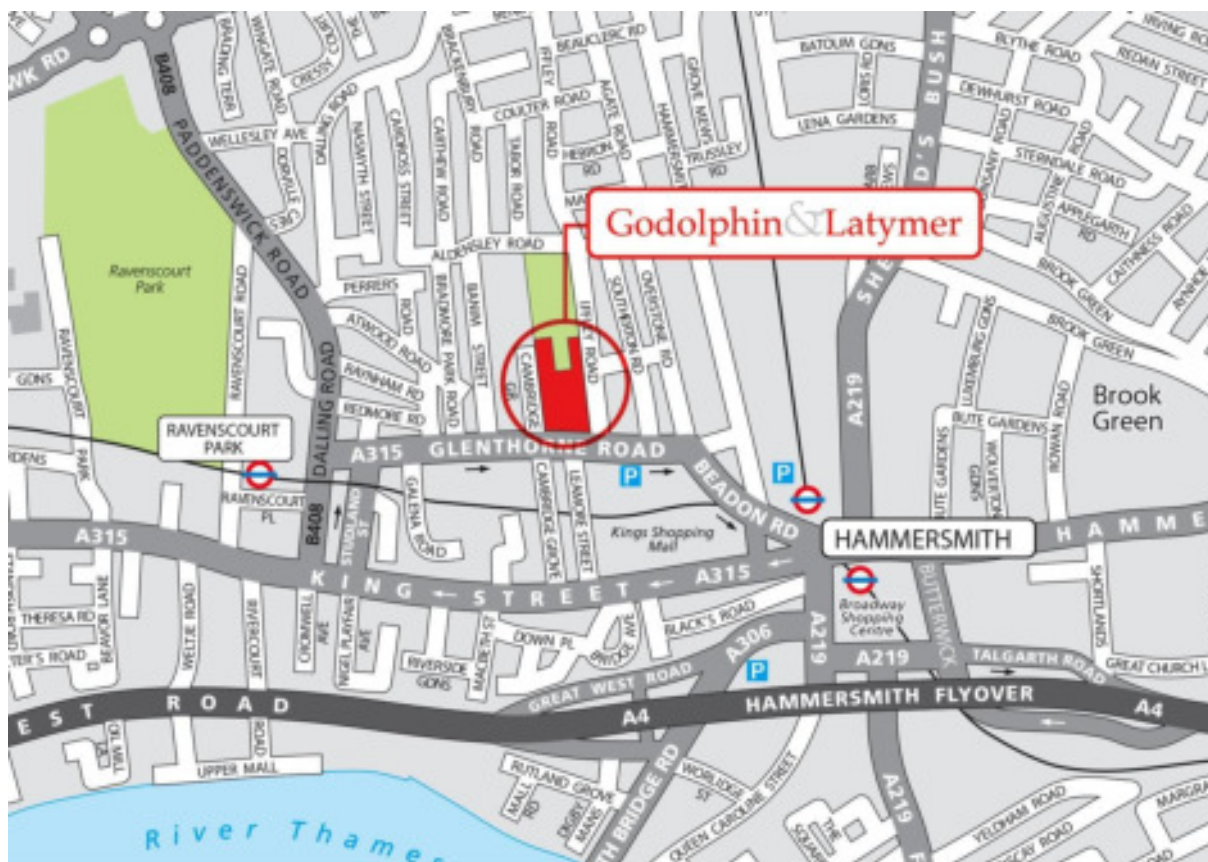
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service filtering rules. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and may be asked to undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

