

Brief for the position of

Senior Admin & Logistics Manager



SHERFIELD
SCHOOL

Nursery • Junior Prep • Senior Prep • Senior • Sixth Form



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Introduction from the Head of School (Interim)

Dear Candidate,

Thank you for your interest in applying for the position Senior Admin & Logistics Manager. This is an incredibly exciting opportunity to be at the heart of supporting the school and playing a crucial role in ensuring our continued success.

Sherfield School is an exceptional school: friendly, forward-thinking and innovative in approach. Positive relationships underpin the success, and the 'Sherfield Spirit' permeates through all experiences. Students benefit from varied and creative curricular and co-curricular opportunities, enabling them to excel academically and more widely. Students have exceptional attitudes to learning and share in a culture of success.

Our core values of Confidence, Creativity and Connection are fully embedded and visible in all areas of school life. We encourage our students to be brave, courageous, enterprising and innovative as they flourish and thrive in all aspects of school life.

I would like to thank you for your interest in applying for this prestigious position.

We have made exceptional progress in recent years and will continue to further develop our vibrant, inclusive and outstanding school community.

Yours sincerely,

Neil Richards
Head of School (Interim)



Background

Sherfield School is an outstanding, all-round academic, active and creative school where learners thrive and flourish as they experience the excitement and enjoyment of learning.

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for children from three months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Sherfield is proud to have joined Education in Motion (EiM) in September 2023. EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success so it's a very exciting time to come on board.

Through a rich variety of experiences, learners at Sherfield become passionate and creative problem solvers, ready to contribute to a global society. As ambitious, enterprising, inventive and innovative young minds, they develop the confidence, resilience and resourcefulness to be successful in tackling the challenges life presents to them.

Through academic rigour and a supportive environment, they grow strong, self-assured and motivated by each Sherfield experience.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the children's best futures.

The school community knows and cares for each other and fosters an environment where students and staff feel supported whilst building strong and ambitious futures.

Together they build a powerful culture of creativity that is without boundaries. Sherfield pupils are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

The school prides itself in its close relationship with parents and places great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find imbedded in the school's culture.



Mission & Aims

Vision

Sherfield strives to be a school where pupils flourish as they experience the excitement and enjoyment of learning; guiding pupils towards reaching their full potential as passionate and innovative problem solvers, ready to contribute to society.

Mission

To be an outstanding, all-round academic, active, and creative school where individuals challenge, inspire, and support each other as they build their best futures. At Sherfield, staff aim to foster an environment that encourages children to develop their social and learning skills in a warm and nurturing manner.

At Sherfield, pupils can be:

- **Strong, ambitious, and brave:** Exploring outside of their comfort zone, failing without fear, knowing there's a whole community behind them.
- **Enterprising, inventive, playful, and fun:** Being thoughtful, inquisitive and supportive of each other inside and outside the classroom.
- **Healthy, confident, and eager to succeed:** Learning without limits, wondering without walls and being part of something bigger.

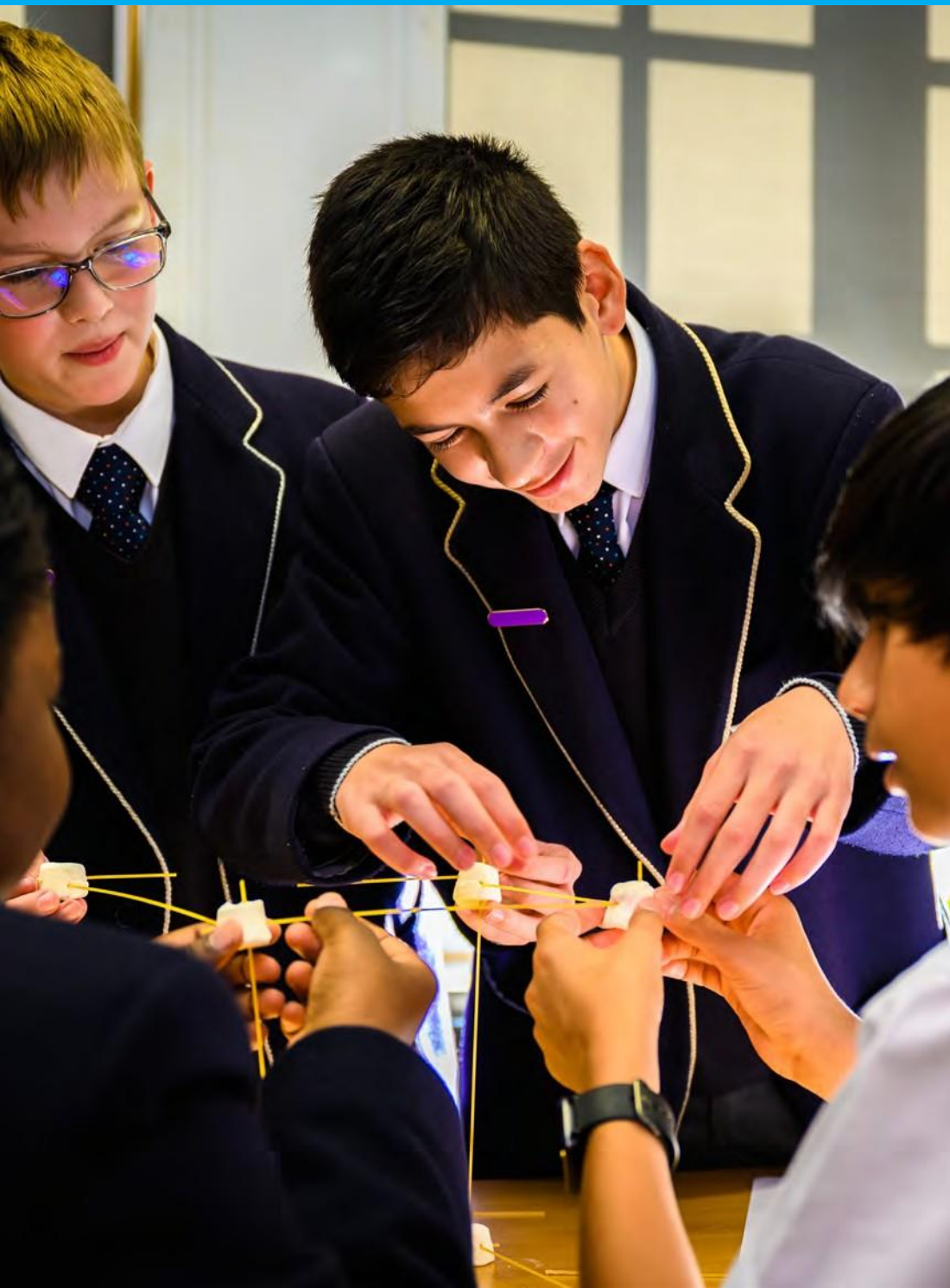
Core Values

Confidence: The children at Sherfield are taught to be ready for the challenges and opportunities life presents. Their experiences at Sherfield encourage individuals to be strong, self-assured and motivated no matter what the situation or challenge. The children receive personalised support in every aspect of school life to guide them positively towards academic excellence, resilience, and creativity.

Creativity: Sherfield encourages a powerful culture of creativity and inventiveness, which inspires children to think critically, challenge ideas and pave new paths.

Connection: The close-knit community at Sherfield fosters an environment built around caring for one another and working together to grow, learn and build strong ambitious futures.





Teaching and Learning

Students at Sherfield follow the national curriculum up to the end of Year 8, when they then begin to pursue their chosen GCSE subjects through Years 9 to 11. In their final two years at the school, students can choose from a broad range of A levels and BTECs. Subjects range from traditional academic subjects, such as Economics, Geography, and the Sciences, to more practical subjects, such as Drama and Theatre Studies, Music and Product Design. There is also an option for A-Level students to undertake the Extended Project Qualification (EPQ).

Teaching and learning at Sherfield is excellent and based upon our core values of confidence, creativity and connection, developing exceptional experiences for young children through a framework of challenge, ownership, dialogue and engagement. Sherfield believes that teachers have the greatest influence upon the learning and progress of pupils and therefore as a team they strive for the best. Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing pupils for life.

Aims

Sherfield aims to teach each pupil using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against pupil progress and achievement.

The school aims to teach every pupil how to learn so that they become fast, independent, confident, and self-motivated lifelong learners by:

- Teaching learners how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

Sherfield aims to treat each person as a successful learner by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

Enrichment

The ethos of enrichment at Sherfield centres around the school's motto – *Ad Vitam Paramus – Preparing for Life*.

The AVP Diploma broadens and deepens the curriculum. Pupils volunteer and support in the community, gain further qualifications, fundraise, and develop their environmental awareness and much more.

The initials AVP form the backbone of the activities:

A Accreditation – a programme of study to receive a recognised award.

V Volunteering – give something back to the community.

P Practical – learn a new and useful skill.

Pupils can choose from a wide range of activities at our Enrichment Fair at the start of the year, with staff on hand to offer guidance and support. There is something for everyone and, most importantly, an opportunity for them to track their progress and maintain a permanent record of achievement.

Each year, pupils will progress through the programme and work towards the Bronze, Silver, and ultimately, the Gold and Platinum Diploma.

The pupils track their progress using an online record which can then be saved as a document to show how they have extended their skills, when applying for the next stage of their education/career.

Pastoral and boarding

Sherfield offers full, weekly and flexi boarding options for nine to 18 year olds. The school operates a shuttle service for weekly boarders to and from Basingstoke railway station, which offers direct trains to London Waterloo every 15 minutes with a journey time of only 47 minutes. This arrangement allows students to enjoy all the benefits of our countryside setting during the week as well as the city at weekends.

Sherfield places great emphasis on empathy, motivation and social and cultural awareness and pupil wellbeing is at the heart of Sherfield from its youngest to most senior students. Learning is tailored to every child's talents and needs and children are given individualised support, made possible by smaller class sizes. Sherfield staff aim to ensure each child achieves their full academic and personal potential in a nurturing environment as they progress through school. Teachers and tutors see the importance in parent cooperation and maintain close relationships with parents throughout each child's entire time at school.



Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests. Every term there are updated programmes of music, languages, sports and hobbies available to all our pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful extracurricular activities, ranging from horse riding and fencing to origami!





The Arts

Drama: The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

Music: Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to-day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in the Pre-Prep and Prep take part in the choir which encourages the children to have confidence in themselves from day one.

Creative: Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in our open plan art studio complex.

The Role

The successful candidate will play a crucial role in the education of students at Sherfield School. As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to develop and succeed.

Sherfield School is seeking a dynamic and organised individual to fill the role of Senior Admin and Logistics Manager.

Purpose

This position plays a pivotal role in ensuring efficient operations within the school's administrative functions, with a particular focus on managing transportation logistics. You will also be required to provide administrative support to the Bursar at times when requested.

Responsibilities

Transport Logistics

- Organise transportation schedules for student pick-ups and drop-offs, ensuring punctuality and safety.
- Coordinate transportation for fixtures, swimming, and trips: liaising with relevant staff and external providers.
- Manage the allocation of vehicles and drivers for transportation needs, optimising resources for maximum efficiency.

- Serve as the primary point of contact for transportation-related enquiries and concerns.
- Maintain accurate records of transportation activities, including schedules, routes, and expenditures.

Administration

- Manage pupil data ensuring it is up to date and accurate e.g. attendance, ethnicity codes, contact information, SEN status, pupil results, UPNS etc.
- Manage the two administrative assistants who act as the first point of contact for the school, receive calls, children, parents, visitors and field telephone enquiries.
- Be responsible for organisation of all aspects of school administration and for the smooth running of the office. Under the guidance of the Bursar assume responsibility for the production and distribution of school policy documents, curriculum policies, staff handbook and school prospectus.
- Responsible for organising regular reviews of all communications systems – telephones, photocopiers and reprographic equipment ensuring they adequately meet the needs of the school and adhere to best value principles, making any necessary recommendations for replacement or upgrade to the school Bursar.
- Support and participate with front of house reception duties. Answer general correspondence and assist with photocopying, filing and shredding.



The Role (continued)

The successful candidate will play a crucial role in the education of students at Sherfield School. As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to develop and succeed.

Administrative Support to the Bursar

- Assist the Bursar in day-to-day administrative tasks including managing correspondence, scheduling appointments, and maintaining records.
- Provide excellent customer service to internal and external stakeholders, addressing inquiries and resolving issues effectively.
- Coordinate with other departments to facilitate efficient communication and collaboration on administrative matters.
- Maintain confidentiality and discretion in handling sensitive information and documents.

Additional Requirements

- Every member of staff has a duty to commit to the safeguarding, happiness and welfare of all pupils at the school.
- To participate in staff programmes for training, in particular safeguarding and Health and Safety.

Wider School Life

- To play a full part in the life of the school community, supporting others and supporting the school's distinctive ethos.
- To contribute to the overall progress, achievement and attainment of pupils via appropriate enrichment and extra-curricular provision.
- To attend designated school meetings.
- To contribute to the educational visits programme.
- To work within duty teams to ensure effective supervision of pupils before and after school and at break times.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To undertake any other duties as specified by the Head of School not mentioned above.

Marketing and Communication

- To communicate effectively and positively with pupils and parents, in line with the school's communication policy.
- To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate.
- To attend parent consultation evenings, parent tutor meetings, open evenings and other school events.
- To communicate positively and professionally at these events, reflecting school policy and ethos.



The Person

CRITERIA

QUALIFICATIONS ■ GCSE Grade A* - C or equivalent in English and Maths

SKILLS AND ABILITIES

- Well organised, able to approach to work methodically, prioritise and meet deadlines.
- Excellent written and verbal communication skills.
- The ability to work as part of a team and also independently.
- The ability to manage and lead a team.
- Problem solving skills.
- Professional telephone manner.
- Able to form good working relationships with colleagues, and to relate appropriately to pupils.
- Self-motivated, high energy and pro-active with a “can-do” attitude.
- An enthusiastic and professional attitude and commitment to learning new skills.
- Discreet and able to deal with confidential information.
- Able to respond flexibly to the demands of working in a school environment.
- A desire to continue to learn and develop.
- An understanding of safeguarding within an educational setting.

CRITERIA

EXPERIENCE

- Previous experience in a senior administrative role with line management responsibilities.
- Effective administrative skills, including the ability to organise re-evaluate and prioritise own workload and that of others in order to meet tight deadlines, whilst maintaining a high degree of accuracy.
- The ability to multi-task, and cope with peaks of demand.
- Experience of working with public examinations.

How to Apply

In order to apply, please submit a completed school application form, in full, along with a CV and a covering letter of no more than two sides of A4, which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria.

To apply, please send your letter and Sherfield application form via e-mail to Danielle Bishay, EA to Head of School - hmpa@sherfieldschool.co.uk

Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/ application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.





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sherfieldschool.co.uk

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