



## **Job description**

### **Legal/HR/H&S assistant – Part time (2 days a week) all year round (not term time only)**

An opportunity has arisen to join the Sevenoaks Prep team to take part in aspects of the operational side of the business. We look for caring, friendly, hard-working team players who appreciate our nurturing ethos and Way of Life.

#### **Job Purpose:**

- Have safeguarding of children as their priority.
- To provide support to the Bursar in the following areas; legal and administration, personnel/HR, estates management (including in particular Health and Safety)
- To work alongside the School's administration team, acting as a point of contact for school enquiries either by telephone, email or face to face and to contribute to the smooth running and professionalism of the school.

#### **Responsible to:**

The Bursar

#### **Key tasks and responsibilities**

- To assist the Bursar in the entire process of HR, from recruitment including relevant pre-employment checks (such as DBS, Health checks, internet checks) to ongoing maintenance.
- To manage third party bookings of school buildings/property.
- Foster positive and professional relationships with parents.
- To oversee and manage all legal aspects of the school, including certain policies, contracts, Charity Commission obligations and reporting
- Help produce annual meeting schedule of Governors and their various committees.
- Liaise with colleagues, working flexibly to support each other and working as a team.
- Take part in wider school events, plays, recitals, trips and fund raising activities that benefit the wider school community.
- Be an active member of the Prep's Health and Safety committee taking ownership of issues, including:-
  - fire risk assessments are completed
  - ensuring relevant training courses for the staff are undertaken and documented
  - Making sure teaching staff complete their risk assessments diligently and on time.

- H&S checklists are managed by the relevant personnel, i.e. personal protection equipment, ladders checklist, machinery risk assessments and are held in the bursary
- COSHH inventories are completed and reported to the bursary.
- Being available to staff to offer guidance and support in H&S matters.
- Liaise with Health and safety consultant re: Fire risk assessment and Health and safety policy
- Produce agenda as well as chair and minute once termly Health and safety meetings
- Update staff at weekly staff meeting on health and safety matters
- Minibus maintenance and permit 19 operations and checks

Supporting the general running of the school through the following tasks:-

- Assisting office staff deputising for them when required.
- Supporting school with fund raising events.
- Escorting visitors, suppliers etc. on the school premises.
- Helping the teaching faculty book school trips and functions

### **Personal Specification**

- Have good organisational skills and be able to multi task to a high level.
- Able to use ICT effectively, particularly Excel
- Have experience in the legal profession and health and safety
- Have a confident, warm and welcoming manner
- Have a smart professional appearance
- Be able to take an active role in the promotion of the School and its aims and ethos
- Ability to act on initiative, to anticipate and react independently to solve problems and prioritise work
- Have patience, energy and enthusiasm
- Is confidential and discrete, operating with high standards of tact, diplomacy and discretion.

**AH – 23/4/25**