



# MEONCROSS SCHOOL

**Administrative Assistant and First  
Aid Co-Ordinator**

**Part time – Monday, Tuesday &  
Friday 8.30am - 5.00pm (24 hours  
per week)**

**Term time (36 weeks) plus 12 days  
to be worked during school  
holidays**

**Permanent post**

**Commencing September 2019 or  
sooner if possible**

**COGNITA**

An inspiring world of education



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## AN INTRODUCTION TO MEONCROSS

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Meoncross School is part of an International organisation with a high performing culture and inspirational learning at it's core. We are a co-educational non selective independent coastal school, offering an outstanding academic journey from Nursery to Year 11, located on the south coast of Hampshire. Our aim is for every pupil to realise their full potential and where every child is an individual.

The school motto 'Luctor et emergo' underpins all we do here at Meoncross; the Latin phrase which appeared on the original school badge in 1953 and is best translated as "I strive and I emerge".

At Meoncross we believe that Mental Wellbeing in Childhood is the single greatest predictor of success in adult life. It underpins our primary aim to deliver Academic Excellence and helps create happy and independent learners. We have developed, are continuing to evolve and expand, a Coastal – Influenced Curriculum, Co-Curricular opportunities and extra-curricular activities. This is directly inspired by the fascinating and versatile natural resource on our doorstep: The Solent Coastline.

We strive to understand the challenges faced by each child by getting to know them very well indeed. Our staff keep a close eye on the progress of each individual, discussing them by name at regular formal and informal meetings. Only in this way can we tailor the support we offer them because every child has their own challenges to overcome. We strive to help them as individuals rather than as a cohort. To this end, we introduce academic mentors as they enter the Upper School. Most importantly, we look to celebrate their successes in school or outside it; supporting them to achieve their ambitions.

The quality of our teaching has been independently judged as 'outstanding' and is underpinned by meticulous planning to ensure that our high standards of academic attainment are maintained. When you combine this with our approach to building a lifelong set of values and a determined work ethic, it is small wonder that we are proud of our leavers.

Mr Mark Cripps  
Headmaster





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## SAFEGUARDING

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All young people deserve the right to live and learn in a safe and happy environment.

All Meoncross School, staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policies and Procedures.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.





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# Administrative Assistant & First Aid Co-Ordinator

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Located in a semi-rural setting, a stone's throw from the Sea, Meoncross School and Nursery provides Independent Education for boys and girls aged 2.5 to 16 years.

**We currently have exciting opportunities for suitably qualified and experienced individuals to join our passionate and committed team.**

We are looking for an enthusiastic part time Administration Assistant and First Aid Co-Ordinator to work as part of our administrative support team in our busy and vibrant school office. This role is for those who like a challenge, enjoy doing something different every day and have the desire to make a positive difference to the lives of young people. The successful candidate will be hard working, organised, flexible and enthusiastic with the ability to work proactively either independently or within the team.

In order to be successful in this role, it is essential that you have relevant experience in administration systems and ideally experience of working in a school environment. The role includes being a Primary First Aider so it is essential that you are First Aid trained or are prepared to take the relevant qualification. It is a requirement to have GCSE Grade C or above in Mathematics and English Language or equivalent qualification or skill level. The ideal candidate will also have previous experience in working in a busy school office although we will consider candidates with relevant administrative experience. You must be highly motivated and able to use your own initiative and a happy and cheerful disposition as well as a sense of humour is essential as is the ability to work well under pressure.

**For further details please see the Job Role Profile and application form which are available on our website – [www.meoncross.co.uk/job-vacancies](http://www.meoncross.co.uk/job-vacancies)**

*The full role profile is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and title. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.*

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

Closing date for applications: Monday 29<sup>th</sup> July – 8am

Interviews: Monday 5<sup>th</sup> August 2019

Start date: September 2019 or sooner if possible

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## SALARY AND PENSION

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Competitive salary of FTE - £22,581 (Actual Salary - £12,461.93)

Support staff pension scheme.

Possible staff discount

The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.

Midday meal provided for staff during term time.

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## HOW TO APPLY

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A letter of application together with a completed application form for the attention of Miss Sue Watson, to [recruitment@meoncross.co.uk](mailto:recruitment@meoncross.co.uk)

Applicants selected for interview will be informed by Tuesday 30th July 2019.

Applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful. Candidates short-listed for interview will be required to bring proof of qualifications and their right to work in the UK to interview.

**EARLY APPLICATIONS ARE ENCOURAGED, WE RESERVE THE RIGHT TO INTERVIEW AND APPOINT PRIOR TO CLOSING DATE FOR THE RIGHT APPLICANT.**

Meoncross School  
Burnt House Lane  
Stubbington  
Hampshire  
PO14 2EF

[www.meoncross.co.uk](http://www.meoncross.co.uk)