



APPOINTMENT OF A

SCHOOL ADMINISTRATOR

To start as soon as possible
Term Time only



HAMPTON PRE-PREP & PREP SCHOOL

Teaching girls aged 3-7 and boys aged 3-11, we offer an excellent all-round education, with superb pastoral care and exceptional teaching. At Hampton Pre-Prep & Prep School every child is recognised as a unique individual and allowed to flourish in a nurturing, lively and happy environment.

Hampton Pre-Prep & Prep School is a selective, independent day school for approximately 230 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road, and the style of the property helps to create a secure and homely feeling for the children in this early, very formative stage of their schooling. The Prep, on Gloucester Road, has been completely rebuilt and opened in February 2016.

Our core function is to provide an excellent all-round education. We want our pupils to make excellent progress that results in superb achievements whilst they are with us. We want them to transfer happily and successfully to their next school.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other.

We welcome pupils of all cultures and backgrounds. We nurture a community where safety, respect and trust are paramount. We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school we are not obliged to teach the National Curriculum, however, much of what we do is heavily based upon it. We have the privileged freedom to enhance our curriculum offer as we see fit. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift and, how this affects all spheres of school life. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of progress they know they have made however large or small by the end of it.



SCHOOL ADMINISTRATOR

This is an exciting opportunity for a positive and dynamic individual who shares our vision and aspirations that every child succeeds.

This is an excellent opportunity for a friendly and enthusiastic administrator to join our busy school office. Providing a warm, friendly, and approachable welcome to pupils, parents, staff and visitors is fundamental to success in the role and responsibilities include reception and administration as well as supporting a wide range of functions across the School.

The successful candidate will be an excellent team player with strong IT, administration, secretarial and organisational skills and will be confident communicating via email, telephone and face-to-face. Meticulous attention to detail, discretion, resilience and a friendly, customer-focussed approach is equally important.

You will also enjoy working in a busy, fast-paced environment with varied responsibilities and be comfortable working to deadlines. The role would be suitable for candidates with office admin/finance or PA experience and who are flexible and adaptable to meet the ever-changing needs of both pupils and the School.

The individual will be required to assist with providing first aid support to pupils in a calm and sensitive manner. First aid training will be provided.

Salary

The salary will be based on the Hampton School Scale for Support Staff and will be commensurate on the qualifications, experience and skills of the successful candidate.

In addition there are attractive benefits including pension, cycle to work scheme, free on-site lunch during working hours and sports & fitness facilities.

You will be paid in equal monthly payments, on the 25th of the month into a bank account of your choice.

Hours

Term Time

9.30am to 3.30pm (including a 30 minute unpaid lunch break) Monday to Friday.



KEY RESPONSIBILITIES

Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.

- To be the first point of contact for visitors and parents whether that be on the telephone or in person
- Assist with providing first aid support to pupils
- Responsibility for preparing registers and attendance lists
- Liaise with the catering team regarding catering arrangements
- Provide administrative support to School trip leaders including the booking of venues and coaches including the weekly swim trip
- Ensure pupil records are kept up to date and communicating with appropriate departments when changes are made
- Responsible for the preparation of the weekly Headmaster's bulletin
- Preparing Headmaster's commendation and sports certificates
- To respond to emails in a timely and appropriate manner, direct and forward queries to other members of staff for their action, as required and associated filing
- To assist with School and pupil filing, document retention, correspondence and other records in line with the School's Data Protection Policy
- Ensure the stationery store is kept fully stocked, and reorder items, as required
- Deal sensitively with pupils, parents, other schools, prospective parents and with the general public on a wide variety of topics, either in person, on the phone or by letter
- Responsible for collating and ordering of the annual departmental orders as well as ad-hoc ordering throughout the year
- To open and distribute post as necessary
- Create the termly billing data for the Prep and Pre-Prep
- To assist with the production of printed material for school events, e.g. sports day, concerts, school productions
- Assist the Office Manager with any other tasks that arise during the School day.



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

Essential Criteria:

- A commitment to promoting the safeguarding and wellbeing of children
- A range of good grades at GCSE
- Conscientiousness with the energy and enthusiasm directed towards the smooth running of the School office/reception
- Enthusiastic with a willingness to go the extra mile and a 'can-do' attitude
- Flexible with the ability to work efficiently as part of a team or independently as required
- A professional, yet caring and compassionate approach to dealing with children
- Excellent interpersonal and communication skills and able to deal confidently via email and telephone or face-to-face
- Ability to deal sensitively with and build rapport with children
- Commitment to promote the aims and ethos of the School and understand the nature of independent education and of the high expectations within the sector
- Commitment to promote the aims and ethos of the School and understand the nature of independent education and of the high expectations within the sector
- Commitment to providing a warm, friendly, and approachable welcome to pupils, parents, staff and visitors.
- Courteous, calm and articulate even when working under pressure
- Excellent organisational skills with the ability to prioritise and multi-task
- Reliable with good time-keeping and smart appearance
- Excellent attention to detail
- Excellent ICT skills
- Able to be flexible with working hours should the need arise.

Desirable Criteria:

- Experience with children.



EQUAL OPPORTUNITIES

It is the policy of Hampton Pre-Prep & Prep School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

The School reserves the right to offer the post at any stage in the appointment process

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



For any questions about the role please contact the HR Team on **recruitment@hamptonschool.org.uk** or call **020 8979 5526**.

Further details of the School are available on the website.

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Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

www.hamptonprep.org.uk