

## **School Administrator (Maternity Cover)- Repton Prep**

**Location:** Repton Prep

**Responsible to:** Personal Assistant to the Head

**Contract Type:** Permanent, term-time plus 18 hours a week during the holidays

### **Hours of work:**

Monday, Tuesday, Thursday, Friday –2 days a week 8:00-16:15, 2 days a week 08:00-18:30

Wednesday 08:00-17:00

Every third Saturday in term time 8.00am-12.30pm (this equates to approximately 9 Saturday mornings each year)

### **School Holidays:**

18 hours per week, over 3 days a week

Annual Holiday allowance for support staff plus closedown. Holidays to be taken out of term time

### **Job Introduction**

An exciting opportunity has arisen for a positive, motivated, proactive individual with excellent administrative and communication skills to provide high quality and effective secretarial support to assist with the daily running of a busy boarding school.

You will be a key point for parents and guardians, senior management, the Deputy Head Pre-Prep and Head's Personal Assistant, therefore excellent written and verbal communication skills are a prerequisite. The successful post holder will be a skilled administrator with strong technical knowledge and proficiency in MS Office applications. Experience of School Information Management systems is advantageous.

Whilst previous experience in education is desirable, consideration will be given to suitable candidates from other sectors. This is a fantastic opportunity for someone with drive and enthusiasm to make a significant contribution to the vibrant life of the school.

# **Main Responsibilities**

## **Administrative & Secretarial Support**

- To provide a full range of secretarial/administrative support to the School and Office team.
- To be the main administrative support for Pre-Prep.
- Assist with drafting and sending communications to pupils, staff, parents and key stakeholders.
- Maintain clear, effective and up to date filing systems.
- Creation and distribution of materials within design guidelines.
- Use of iSAMS (Management Information System) for collection and production of data, registration and communication with parent, guardians and pupils
- Flexibility and resourcefulness to work at pace as required to support a boarding school environment.
- Assisting with a variety of school events and functions, including event planning, organisation and execution.
- Efficient use of SOCS to support the administration of the school calendar and co-curricular activities.
- Complete stationery orders throughout the year and annual exercise book purchases for Departments.
- Photocopying and scanning as required.
- Support the Finance Department with billing and recharges.
- Submit the Early Years Funding data to the local authority.
- Answer the main switchboard.
- Complete and submit annual Early Years Census – January 2026.

## **Communication & Team Working**

- Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.
- Working collaboratively and cooperatively with other colleagues in the Office team, developing effective and supportive relationships with colleagues, internally and externally, both in terms of social interaction and positive support within the team.
- Demonstrate diplomacy, tact, discretion, sensitivity and confidentiality at all times.

## **Other Duties**

- Take an interest in the school and how it functions to support its pupils.
- Awareness of legislative requirements including Safeguarding, GDPR, Safer Recruitment and Inspections.
- Any other duties as required to support the Office team deliver excellent daily administration.

## The Ideal Candidate

<b>Qualifications</b>	<p>Good general education – A Level or equivalent experience</p> <p>Qualifications in Secretarial and/or Business Administration (to at least RSA3/NVQ3) or equivalent</p>
<b>Experience</b>	<p>Previous experience of working in a team</p> <p>Experience of working in a school is desirable</p> <p>Understanding of GDPR and the ability to maintain confidentiality and trust at all times</p> <p>High standard of presentation and accuracy in work produced</p> <p>Ability to work on own initiative, managing workload effectively – to monitor, follow-up and finalise tasks, prioritising where necessary.</p> <p>Ability to work well in pressurised situations, producing work quickly and accurately</p>
<b>Knowledge &amp; Skills</b>	<p>Excellent IT skills in all MS Office applications, including Word, Excel, PowerPoint, Outlook, Forms and MS Teams</p> <p>Excellent communication, planning and organisational skills</p> <p>Good interpersonal and analytical skills</p> <p>Excellent customer service skills</p> <p>Excellent knowledge of English grammar and punctuation with strong attention to detail</p> <p>Discretion and the ability to deal with matters of a confidential and/or sensitive nature</p> <p>An understanding of the importance of safeguarding in schools</p> <p>Knowledge of using a management information system, such as iSAMS and/or CPOMS</p>
<b>Training and Development</b>	<p>Willingness to further develop skills and knowledge</p> <p>Able to maintain confidentiality</p> <p>Motivated, proactive, inquisitive, self-starter</p> <p>Committed to the role and the organisation</p> <p>Able to remain calm and professional under pressure</p>

<b>Personal Qualities</b>	<p>Able to use initiative to deal with routine matters</p> <p>Able to work flexibly under pressure and to tight deadlines</p> <p>Good team player with a collaborative approach</p> <p>Excellent people skills and the ability to communicate effectively with parents, staff, pupils and visitors</p>