



Southbank
International School
A school without walls

CANDIDATE BRIEF

School Administrator



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About Southbank

Southbank International School is a high achieving independent school based in central London. We aim to attract the best teaching and administrative staff, to maintain and build upon our successful reputation as a centre for excellent teaching and learning.

Southbank is a truly international school with a diverse student population of more than 70 nationalities. The school is based over three campuses in the centre of London and we teach almost 20 languages at the Westminster campus. We seek to appoint staff who have the willingness to recognise the diversity that exists in the student body, to teach from a multi-cultural perspective and to practise the highest standards of professionalism.

We follow the International Baccalaureate curriculum and whilst previous experience with one or more of the programmes is an advantage it is not essential:

- Primary Years Programme – Hampstead and Kensington (ages 3-11)
- Middle Years Programme – Westminster (ages 11-16)
- Diploma Programme – Westminster (ages 16-18/19)

Our aim is to put teaching and learning at the forefront of our mission to provide excellent services to the international community of students and teachers. The school has an exceptional teaching salary scale, and we endeavour to recruit teachers from across the world. Administrative and support staff are also offered competitive salaries and opportunities for career progression.

Southbank International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity and overseas police checks from any countries a candidate has lived for longer than three months in the last ten years.



Our Campuses

Hampstead

The Hampstead campus offers the PYP for students ranging in age from 3 to 11 and has children from almost 40 different nationalities. It is noted for its friendly, welcoming atmosphere located within a gorgeous “Edwardian style” purpose-built building. Facilities at Hampstead include an impressive art room equipped with a design suite of Mac computers and supplies; a bright and airy music room with computers for recording student compositions; a multi-purpose hall which provides space for lunches, sport and concerts; and outdoor play spaces including a dedicated early years playground with sandpit and climbing frame, and an edible garden.



Kensington

The Kensington campus offers the PYP for students ranging in age from 3 to 11 and also has children from a multitude of backgrounds. Kensington is relatively small with a close-knit community and is housed in two converted mansion blocks in Notting Hill. Facilities at Kensington include a Mac-based IT Lab; a music room with a range of percussion instruments; a library/media room to support the PYP programme; a multi-purpose hall used for lunches, sport and concerts; a large garden with a climbing frame, sandpit and an array of equipment for children to use.





Westminster - Portland Place

The Westminster campus on Portland Place offers the MYP for students ranging in age from 11 to 16. Located in two large mansion blocks, Portland Place is conveniently located near Regent's Park with good transportation links nearby. Both Oxford Circus tube station and our Conway Street building are located within a 10 minute walk. Facilities at Portland Place include four science labs, a computer lab, a hall/theatre, art and music rooms, and one library served by networked computers.



Westminster - Conway Street

The Westminster campus on Conway Street offers the DP for students ranging in age from 16 to 19. Located in a modernised building near Warren Street tube station, facilities at Conway Street include a science lab, library resource centre, art studio, social space/hall and language suite across four stories. Southbank also have two dedicated university counsellors (one specialising in North American universities and one specialising in the UK). Both counsellors are available for individual appointments and events are organised to inform parents about university planning.

The International Baccalaureate

The International Baccalaureate® (IB) is a non-profit educational foundation, motivated by its mission, and focused on the student.

Founded in 1968, the IB currently works with 3,845 schools in 148 countries to develop and offer four challenging programmes to over 1,206,000 students aged 3 to 19 years.

The International Baccalaureate® (IB) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IB works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

What makes the IB unique:

- The IB offers a continuum of education, consisting of four programmes for students aged 3 to 19.
- The IB enjoys a reputation for high quality education sustained for over 35 years.
- The IB encourages international-mindedness in IB students. To do this, students must first develop an understanding of their own cultural and national identity.
- The IB encourages a positive attitude to learning by inspiring students to ask challenging questions, to critically reflect, to develop research skills, to learn how to learn and to participate in community service.
- The IB ensures that its programmes are accessible to students in a wide variety of schools – national, international, public and private – through its unique relationship with IB World Schools worldwide.



Welcome to Cognita Schools

Cognita Schools was successfully launched in 2004. Since then, we have worked to build a great family of schools. Cognita is a worldwide group of 68 schools in Europe, Latin America and South-East Asia. We employ over 5,000 teaching and support staff in the care and education of more than 30,000 pupils.

We value and respect the individuality of our schools, each one retaining its own unique ethos, with curricula and programmes tailored to the needs of the parents and children it serves. Wherever you visit a Cognita school, be that in Brazil, Chile, Singapore, Spain, Thailand, Vietnam or the United Kingdom, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

Everyone in Cognita is connected.

Our Purpose

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

Cognita Education has 3 key ingredients:

- Academic → Pursuing academic excellence for every child
- Character → Developing character
- Global → Connecting with a global community



Job Description: School Administrator

Responsible to: Deputy Principal, Professional Development and Administration

Hours: Monday to Friday, 08.15-16.45

Summary

To manage specific responsibilities and provide administrative support for the smooth and efficient running of the school under the guidance of the Deputy Principal, Professional Development and Administration

Responsibilities

- Provide administrative support to the Deputy Principal Administration and Professional Development (DPAPD)

Attendance

- Manage MYP legal am and pm attendance and each period
- Liaise with SLT regarding attendance issues
- Communicate with parents about extended absences and requested absences
- Liaise with cross campus attendance staff
- Run monthly and DfE yearly attendance reports
- Input school session dates for new academic years in iSAMS for attendance records

Educational Trips

- Assist the Educational Visits Coordinator and Trip Leaders
- Oversee trip documents uploaded to Evolve
- British Council Visa Waiver scheme – main contact person
- Update Evolve with new staff and students
- Manage return of trip forms
- Manage dismissal and passport forms
- Coordinate transportation arrangements for educational trips
- Coordinate paperwork for centres, invoices, medical forms
- Coordinate room lists and activity groups
- Make student ID cards for overseas trips
- Oversee distribution of school trip mobile phones and tracking table
- Oversee distribution of trip evaluation forms to trip leaders and students, and uploading staff evaluations to Evolve

Job Description: School Administrator

Health and Safety/First Aid

- Act as one of the principal first aiders, ensuring sick and injured students and staff receive the appropriate treatment and parents/staff are informed
- Logging medical and first aid incidents in Medical Tracker
- Maintain student health records, liaise with parents regarding emergency medication and display and produce relevant health information
- Ensure medicine and first aid packs go out on trips, off-site PE lessons and extracurricular activities and are returned
- Input student medical data in iSAMS from student information forms (SIF), migrate data to Medical Tracker
- Manage student medical care plans
- Support emergency exit procedures in the event of an emergency
- Act as fire marshal

Professional Development

- Participate in training opportunities and professional development as required or necessary
- Collaborate effectively with colleagues to develop professionally

Other

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend school meetings as required
- Contribute to the overall ethos and aims of the school
- Appreciate and support the roles of other professionals
- Data entry and extraction as required
- Assist with and attend out of hours events: Back to School Night, International Night, Information Mornings, Parent Teacher Student Conferences etc. if necessary
- Assist PA to the Principal and Principal if necessary
- Receive, address and direct enquiries
- Welcome visitors and contractors, issue passes
- Provide reception cover at all Westminster campuses if necessary
- Monitor and respond to campus general email account
- Student late processing
- School bus dismissal if necessary

Person Specification: School Administrator

Criteria	Essential	Desirable
At least 5 GCSEs/or equivalent (Grades A* - C) including Maths and English	x	
Excellent IT skills using Google and Micro-soft applications	x	
Demonstrate track record of working successfully as part of a team and able to independently manage workload	x	
Professional, friendly and polite manner including being tactful, diplomatic and approachable where necessary	x	
Able to prioritise effectively and calmly Be able to use initiative and multi task	X	
Excellent communications skills, good at building relationships	x	
Willingness to learn from others in the development of good practice	x	
Self-motivated and efficient at time management	x	
Experience working in an international school		x
Skilled in using IT for administration and adaptable to new systems		x
Experience in various databases (isams, Evolve, Medical Tracker		x
First aid training and experience of administering		x

This job description is not exhaustive, does not form part of the contract of employment and may change in accordance with the demands of the appointment.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.



Overview of Benefits

Southbank aims to offer every member of the team a competitive salary, a range of benefits and a great future.

Benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Interest free season ticket loan
- Computer Loans

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

How to Apply

We are delighted that you are interested in joining Southbank International School. We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

Teaching candidates are evaluated on four key areas: high quality teaching practice, contribution to learning area and curriculum development, relationships with students, staff and parents and contribution to the whole school.

To apply, please do the following:

- Visit www.southbank.org
- Download the application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for this role.

The School is unable to offer Tier 2 sponsorship for this role. Please ensure that you already have the legal right to work and reside in the UK.

Southbank Kensington
36-38 Kensington Park Road
London W11 3BU

Southbank Hampstead
16 Netherhall Gardens
London NW3 5TH

Southbank Westminster
63-65 Portland Place
London W1B 1QR

Southbank Fitzrovia
17 Conway Street
London W1T 6BN

www.southbank.org
jobs@southbank.org



COGNITA
TEACHING EXCELLENCE