

Chandlings  
PREP • OXFORD

# SCHOOL ADMINISTRATOR

## Information for Candidates



The closing date for applications is Monday 5 June 2023 (9.00am)





## THE SCHOOL

Set in over sixty acres of beautiful Oxfordshire countryside, Chandlings Prep is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, food technology, music and science facilities as well as two school halls. We have new Astroturf, netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

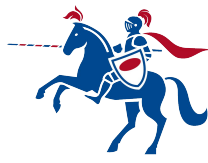
The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children are nurtured and cherished as part of the Chandlings Prep family.

## AIMS AND ETHOS

At Chandlings Prep we foster self-belief, promote curiosity and build resilience. Our children are inspired to be resourceful, adaptable and creative, in an environment where we balance opportunity with well-being. They are given the time and space to be children, within a community that celebrates diversity and individuality.

Chandlings Prep is a friendly and vibrant community where children are happy, secure and confident. We have supportive and engaged families, positive relationships and purposeful learning experiences.

Our approach combines a rigorous academic programme with outstanding pastoral care and support. Our children are truly special young people who display confidence, compassion and creativity, coupled with an excellent academic and social grounding.



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## WE CREATE THIS ETHOS AND ACHIEVE THESE AIMS BY:

- Providing a warm, happy, family atmosphere
- Ensuring all children are valued and cared for as individuals
- Providing a challenging educational experience through a broad, balanced and enriching curriculum
- Offering high quality teaching that motivates and inspires pupils to be their best and have a lifelong love of learning
- Encouraging children to be curious, creative and independent
- Celebrating success and achievement
- Generating opportunities for leadership
- Sharing a child's education with their parents; encouraging active involvement
- Encouraging and living by the School's values:





## CANDIDATE SEARCH

Chandlings Prep School is seeking a School Administrator. This is a full time, term-time only position, although some holiday cover is also required, starting in September 2023, or before if possible.

We are looking for an organised and enthusiastic individual who will cope cheerfully with this multifaceted role. Flexible in approach but highly efficient, the job requires somebody who can work quickly and calmly. Competent with computers and paperwork, personable when dealing with parents, pupils and staff, and happy to take on almost any relevant task – this is an exciting role for an energetic and capable individual.

The successful candidate will also provide administrative support to the Music and Drama departments, organise and run Parents' Evenings and liaise with Chandlings Prep alumni.

Please see below for full details.



## KEY RESPONSIBILITIES

- Open the Reception area ensuring it is clean and tidy for daily presentation and keep notice boards updated
- Receive visitors at the front desk and direct them appropriately
- Answer incoming calls, and deal with queries from parents, children and staff and deliver messages around the School
- Prepare authorisation for absences/maintain register records/phone parents regarding any unexplained absences
- Assist staff with typing, photocopying, scanning etc
- Coordinate the compilation and preparation of school reports each term
- Control of all incoming mail
- Keep Class Fire Registers up to date and assist with Fire Drills
- Update the iSAMs parent contact database when details are changed and when pupils join or leave the school and ensure parent contact details are kept up to date on the Parent Portal
- Maintain the pupil allergy photographs and mats in conjunction with the First Aid Coordinator
- Send out emails and text messages on behalf of staff to parents
- Keep abreast of all events on the School Events calendar
- Assist PATCH (the Parents' Association) with administration and emails in any way required
- Receive and check all deliveries and liaise with the Domestic Bursar regarding their distribution
- Order toner for photocopiers and liaise with the photocopier engineers if there are any problems with the machines
- Order stationery, School diaries and bags and monitor stock control of all items
- Prepare Class labels as required, and keep them updated in a shared area
- Organise and run Parents' Evenings and assist at other School events
- Maintain staff training records
- Organise the school photograph schedule throughout the year in conjunction with the Head of School Logistics and helping to supervise on the day
- Prepare French Trip booklets annually
- Provide full administrative support to the Heads of Music and Drama and assist all peripatetic teachers.
- Liaise with Chandlings Prep alumni
- General office duties



## PERSONAL SPECIFICATION

- Proven track record of successful administration support
- Friendly and confident interaction with colleagues, parents, pupils and visitors
- Can-do attitude
- Outstanding organisational skills with strong attention to detail and accuracy
- Ability to manage multiple tasks and deadlines
- Discretion, tact and confidentiality
- Forward thinking with the ability to plan ahead
- Excellent literacy skills to prepare correspondence and maintain records to a high standard
- Polite telephone manner in dealing with a range of callers
- Flexibility to occasionally work early or late as necessary
- Excellent IT skills, and ideally experience in the use of databases
- Smart and professional in presentation
- To safeguard children's and colleagues' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment
- To be familiar with the School's fire safety procedures and participate in fire drills
- To be familiar with the School's Child Protection Policy and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection issues; a record of attendance is kept by the School.
- To contact one of the designated Safeguarding Leads with any concerns about a child at the School

## STAFF BENEFITS

### EMPLOYEE ASSISTANCE PROGRAMME

Employees have access to the EAP with Health Assured.

### EMPLOYEE SAVINGS SCHEME

Employees have access to the VIVUP platform offering a range of shopping discounts.

### PENSION

You will automatically be enrolled in the Aptis pension scheme unless you exercise your right to opt out. This offers a minimum 4% and a maximum 8% employee contribution. The employer contribution is double the employee contribution, capped at 16%.(TEACHERS) Nest for everyone else: 3% employee contribution and 4% employer contribution.

### LUNCH

Staff receive a free lunch every day and drinks and snacks are available throughout the day in the staffroom.

### PARKING

Free onsite parking

### EYE CARE VOUCHERS

Eligible employees receive free eye care vouchers and contributions towards a new pair of glasses (Ts & Cs apply).

### SICK PAY

Eligible employees are entitled to 6 weeks full sick pay in any academic year subject to the Absence Policy

### PATERNITY LEAVE

Eligible employees are entitled to 2 weeks full parental leave pay in any academic year subject to the Absence Policy.





## THE APPLICATION PROCESS

If you would like to apply for the position please submit electronically a completed application form and a covering letter addressed to Ms C Cook, the Head, to her PA at [sbrennan@chandlingspst.org](mailto:sbrennan@chandlingspst.org). A CV can be submitted as additional information.

We particularly welcome applicants from Black, Asian and Minority Ethnic groups as well as disabled candidates who are currently underrepresented within the Trust.

All appointments are made in accordance with our [Equality Policy](#) and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Please note, as per the KCSIE 2022 Safer recruitment recommendation, references for shortlisted candidates will be requested prior to interview. Should permission be withheld without a valid reason, the invitation to interview will be withdrawn.

Shortlisted candidates will also undergo an online check (including and not limited to social media websites) in accordance with the [KCSIE September 2022](#) guidelines paragraph 221 and the Trust's [Safer Recruitment Policy](#).

Safeguarding: All adults working at Chandlings Prep should be aware of and where necessary follow the School's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children's Board (OSCB) practice and procedures - available online at <http://www/oscb.org.uk>

The School's Safeguarding Policy is available [here](#)

**Appointment Date:** September 2023 or before if possible

**Hours:** The position is full time, working from 7.45am - 5.00pm, Monday to Friday, for approximately 39 weeks of the year, as holiday cover is also required. There is some flexibility with regard to working in the holiday periods, but no holiday can be taken during term time.

**Salary:** The salary will be on the Chandlings Prep scale and related to experience and qualifications.

**Interview Process:**

If you are invited to an interview you must bring your Right To Work (RTW) documentation with you to enable our Administration Team to take copies and prepare for any Disclosure and Barring Service checks should you be successful in the interview.

In addition, we require evidence of the following:

- Identity - passport or photocard driving licence
- Address - document from Group 2b of the DBS List of Valid Identity Documents with current address
- Right to Work in the UK - passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- Overseas Checks - if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

All documents must be original copies. In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited.

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Shortlisted candidates will be asked to complete a questionnaire regarding medical fitness prior to interview.





## Introduction to the Prep Schools Trust

Chandlings Prep is a member of The Prep Schools Trust which is a family of flourishing schools bound by shared values. Each school is unique with its own distinctive character but all deliver first-rate academic teaching and pastoral care in beautiful settings rich with potential for adventure and outdoor discovery. We give pupils the opportunity and skills so they can develop and progress with confidence.

The Trust is a platform for the individual and collective growth of our schools: working together our schools are strong, adaptable and agile. We learn from each other and have access to resources beyond the reach of a stand-alone school. We share ideas with ease and pursue confident paths to academic excellence and high achievement in all areas of school life, delivered through an innovative curriculum taught by inspirational teachers.

We create environments within which children from all backgrounds and abilities can grow intellectually and emotionally. We help every single one of them reach their full potential across the widest range of academic, cultural and sporting endeavours. We build futures full of promise.



BARFIELD



CHANDLINGS PREP



COTHILL HOUSE



KITEBROOK



MOWDEN HALL