



COLLEGE OFFICE ADMINISTRATOR

Employment Status: Permanent
Term Time Only

Application closes: 0900 Wednesday 2 July 2025

Required From: September 2025

Shortlist Interviews (on-site): Monday 7 July 2025

Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea Football Club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private health care insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary sacrifice schemes
- Season ticket loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted school uniform
- Workplace nursery scheme

*conditions apply

Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

THE ROLE

Responsible to: Office Manager

The successful applicant will be part of a well-established and experienced administrative team reporting directly to the Office Manager, providing a professional and efficient administrative service to all stakeholders.

The post-holder will work across the Senior School Office, Junior School Office and Reprographics Office and is the first point of contact for all staff and student enquiries, providing a range of administrative, technical and practical services.



THE DEPARTMENT

The Professional Services Team is made up of several highly professional, hardworking and dedicated experts covering the following business-related functions of the Group:

- Administration
- Admissions
- Commercial Enterprise
- Development and Fundraising
- Finance
- Health and Safety
- People Operations
- IT Services
- Marketing
- Estates
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

THE TEAM

The team consists of Circa 100 employees who support the successful day-to-day operation of the Group.

Member of the Administrative Services Team led by the Head of Administrative Services and Events, work in various offices across the College and consists of:

- The Head of Administrative Services and Events
- Five Executive Assistants
- One Office Manager
- Two Leadership Administrators
- One Events Administrator
- Three Office Administrators
- One Co-Curricular Administrator
- Two Receptionists
- One Reprographics Officer
- One Receptionist / Reprographics Assistant

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- Reception support and cover duties; primary contact for parent and pupil enquiries, selecting the most appropriate communication channel to resolve enquiries promptly and directing enquiries to colleagues as required
- Greeting visitors professionally and issuing the correct visitor lanyards
- Processing pupil absence and maintaining the pupil database (ISAMS)
- Working closely with other members of the Administrative Services team and providing administrative support where required to the roll out of the after-school club provision, the examinations process and College events
- Providing administrative assistance to the teaching staff as required
- Ensuring that named lost property items are returned to pupils in good time
- Supporting the Reprographics Officer to include the use of the photocopier, scanner, printer, laminator, binder, stapler, computer for word processing and desktop publishing and other products as required (training provided)
- Monitor the reprographics service desk, reviewing and prioritising requests to ensure they are directed appropriately and handled efficiently
- Assisting with the production of a wide range of support materials for the school including printing booklets, binding, laminating and advising staff on the most efficient and effective use of materials
- Managing the stock cupboard and maintaining stationery and photocopier paper supplies
- Ensuring that the Reprographics Office is maintained in a tidy and organised manner
- Providing cover for colleagues in the Administrative Services team when required
- Any other administrative tasks as directed by the Office Manager or Head of Administrative Services & Events
- Complying with policies and procedure relating to child protection, health and safety, welfare, security, confidentiality, and data protection - reporting any concerns to the appropriate person

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
A recognised vocational / Business and Administration qualification		X
Experienced using databases, with the ability to enter information accurately and extract for reporting purposes		X
Experience working within the education sector		X
GCSE level (or equivalent) including English and Maths	X	
Advanced user of all Microsoft Office systems	X	
Ability to work under pressure, whilst maintaining a positive and professional attitude as part of a supportive and cohesive team	X	
Commitment to safeguarding children and young people	X	
Well organised, with an ability to prioritise workloads, take initiative, work to deadlines in a fast-paced environment, and enter data accurately with thorough attention to detail	X	
A professional telephone manner and a commitment to first-class customer service	X	
Experience of dealing effectively with a range of stakeholders, preferably including children	X	
Previous experience of working in an office environment including answering phones, providing a reception service and multitasking	X	

The Package

Salary: **S2** £21,754 (FTE £28,000) per annum as per the 2024-25 pay scales

Hours: Permanent, Term Time Only

Pension: ISPS (DC)*



