



School Administrator

Thorngrove School

(Starting January 2018 or sooner if possible)

General Overview

Thorngrove School is currently looking for a School Administrator to work in the school office. The job will initially be part-time; around 25 hours per week. However, there is the potential for this to expand to a full-time position in due course. Good interpersonal and organisational skills are essential. An accountancy or book keeping background is desirable but not essential. A confident, engaging, warm and hardworking, professional manner is key to this role, as is the ability to work well under pressure. A good understanding of independent education is also highly desirable. Knowledge of data management systems and accounts packages would also be useful. The job would involve working closely with the Headmaster and Proprietor on a day to day basis.

Areas of Responsibility

In no particular order:

- to liaise regularly with our uniform supplier regarding uniform changes, shortages and issues and to support the parents currently running the school second hand shop
- to liaise with contractors-discussing installations e.g. astro, carpets, hall floor (supporting the Estates Manager)
- to be responsible for risk assessments onsite and offsite.
- to be in charge of Health and Safety (policy and procedure). This will also involve noting and reporting incidents to RIDDOR if appropriate
- to maintain the Single Central Register (SCR). This will involve maintaining and updating recruitment checks to meet compliance
- to be responsible for fixtures, fittings and furniture. This will involve running a programme of improvements (liaising with the Estates Manager) e.g. new desks and tables
- to be responsible for drawing up new contracts (in liaison with The Headmaster) for new staff both teaching and administrative
- to collate annual departmental budgets and check/ appraise them in liaison with Headmaster and Proprietors

- to liaise with our network provider and our management system provider
- to document and provide evidence for compliance checks including: fire alarms, extinguishers, PAT testing, Legionella etc.
- to work closely with our catering manager making sure that the high standards of cleaning are maintained throughout the school
- to help appraise admin staff, cleaners, caterers etc. in conjunction with Headmaster
- to run the accounts-staff salaries, EY funding, termly fees, invoice payments, payment plans etc.
- to support the Headmaster with recruitment
- to support the Headmaster with advertising and PR

General

A friendly and warm telephone manner is essential. A kind and reassuring manner with children is most important. In addition to this, a good sense of humour and ability to work in a very busy school office is crucial. Above all, the ability to remain calm and have a consistent approach to life and work is necessary. The desire to become fully involved in the life of a busy co-educational day school is also essential.

Working hours

The post is part-time from 9am-2pm every day (initially). The occasional Saturday morning is required for school open days. Holidays will be taken during the school holiday period (to come in line with the maintained sector holiday period). This will be approximately 12 weeks a year. This will allow the school office to remain open and operational for several days during Thorngrove school holidays.

Remuneration

The salary for the post will depend on qualifications and experience. A free lunch is provided every day and there is ample parking on site. A pension is also provided.

Application Process

1. The closing date for applications is 12 noon on Monday 2nd October 2017.
2. Applicants are asked to provide the Headmaster with a CV (with two named referees), covering letter (no more than one side of A4) and a photograph.
3. Thorngrove is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
4. At the short list interview, the applicants will be interviewed by the Headmaster and the Proprietors.