



I am delighted to welcome you to Holmwood House School and Nursery, where I believe we provide a truly inspiring learning environment and boundless opportunities for discovery and exploration, that enables our pupils to develop their individuality, confidence and tenacity.

Holmwood House is an independent co-educational school with thriving Nursery, Early Years, Pre-Prep and Prep departments and has recently announced its expansion to 16. The school is set in beautiful grounds a few minutes from the centre of Colchester, giving over 300 girls and boys access to a huge range of academic, sporting, creative and scientific facilities.

We believe that the quality of our teaching, nursery, boarding and support staff is paramount. At Holmwood House we pride ourselves on having excellent staff who ensure our pupils are provided with the very best learning environment during their time here. We are passionate about curriculum and ensuring we have modern, dynamic education.

Thank you for taking the time to prepare your application and for your interest in Holmwood House. Further information can be found on our website: www.holmwood.house

Edward Bond

Head



Job Description and Person Specification

Front Office Administrator – Job Responsibilities

Job title: Front Office Administrator

Reporting to: Office Manager

Start Date: April 2025

Salary: The hourly rate is £12.41 for 37.5 hours a week,

Hours: 1030 - 1830 term time only (37 weeks) which is term time plus first and last week of the summer holidays. Meals and refreshments will be provided free of charge during term-time.

As a Front Office Administrator, your duties will include, but are not limited to:

General Responsibilities:

- Working as part of a team with the other Front Office Administrator, supporting each other in all aspects of the role.
- Monitoring and managing office emails.
- Answering phone calls, taking messages, and directing inquiries appropriately.
- Providing first aid as required.
- Signing in and out pupils and staff, maintaining registers/visitor logs, liaising with parents and tutors, and following up on unexplained absences.
- Designing and printing programmes, certificates, posters, and signs for school events.
- Administering the Breakfast and Biscuit Club booking system.
- Updating and maintaining ISAMS records.
- Assisting with general administrative tasks, including typing documents, programmes, and signs.
- Duties in the library.

Particular Responsibilities:

- Calendar administration, ensuring accurate scheduling of school events.
- Maintaining and updating the website calendar.
- Enhancing usage of the school app (in collaboration with the Marketing Officer).
- Coordinating transport administration.
- Managing trip administration.
- Overseeing activity administration, including updating registers.
- Supporting boarding administration.
- GCSE/BTEC Exam Administration (including external candidates).
- Setting up and managing parent evenings via School Cloud.
- Proofreading and approving school communications.
- Managing music timetables.
- Assisting with Speech Day preparations.
- Manage Magic Bookings (School trip and activity booking app).

You may be required to undertake other reasonable duties as required by the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

How to Apply

If you would like to apply for the position of Front Office Administrator you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

Completing an application form

- Please read through all information provided before completing your application form.
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV.**
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

Submitting an application

Applications should be submitted via the school's [online application form](#).

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

Conditional offer of appointment

Your employment with the school will be subject to the school being satisfied with the following:

- The enhanced disclosure received from the Disclosure and Barring Service.
- That you are not barred from working with children.
- Information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School.
- Verification of your medical fitness.
- Verification of qualifications and identity.
- Confirmation of your right to work in the United Kingdom.
- The two references received; and
- Such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary.
- Completion of child protection training.

Disclosure and Barring Service (DBS)

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- A UK Birth or adoption certificate
- UK driving licence
- A valid passport
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

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

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact hr@holmwood.house or speak to Laura Elnadi on 01206 574305