



BRIGHTON  
COLLEGE

*Join us:*

# Senior School Administrator (Calendar)

CLOSING DATE 9.00AM FRIDAY 25 JULY 2025

UK  
SCHOOL  
OF THE  
DECADE



# About the College

Established in 1845, the College has grown exponentially in recent years. The Principal Richard Cairns, a recent *Tatler* UK Head of the Year, has been in post since 2006 and under his leadership pupil numbers have doubled.

Results are consistently excellent. In 2024, our pupils achieved the best A-level results in the UK and Brighton College was awarded an unprecedented three accolades by *The Sunday Times*: UK Boarding School of the Year, Top School in the UK for A-levels and Top Academic School in South East England.

The school site in Kemptown has seen the addition of stunning new facilities, sustainably designed by leading international architects, with recent investment well in excess of £100 million. These include the Nicola Leach Music School and Sarah Abraham Recital Hall (2015), the Yeoh Building teaching complex (2017), the School of Science and Sport (2020) and The Richard Cairns Building

(2024), a stunning new performing arts and Sixth Form Centre, with a 400-seat theatre and Global Futures hub.

World-class facilities enable us to share a huge variety of opportunities with pupils and allow for innovative and exciting approaches to teaching and learning.

We believe that we are a part of society, not apart from it, and so activism and community involvement are key parts of the curriculum. We have a thriving volunteer programme, driven by pupils, and are proud of our progressive stand on diversity, equality and inclusion.

Brighton College also has a family of schools, which includes our three Sussex prep schools, Brighton College Prep School, Brighton College Prep Handcross and St Christopher's, and our London prep school, Brighton College Prep Kensington. Overseas, we have opened schools in Abu Dhabi, Al Ain,

Dubai, Bangkok, Singapore and Vietnam.

Our approach to education is regularly celebrated. As well as being named 'UK School of the Decade', we have been named 'School of the Year' twice by *The Sunday Times*, and *The Week* named us 'Most forward-thinking school in Britain' for two years running in 2017 and 2018, 'Best in the UK for STEM' in 2020 and 2024, and awarded us 'Best Sixth Form in Britain' in their 2025 Awards.

Our most recent ISI inspection in November 2024 gave us a glowing report and two areas of 'significant strength', the first highlighting the brilliance of the school's enriching curriculum, activities programme, focus on academic excellence and co-curricular programme.

We hope that you will want to come and join the fantastic group of professionals who work here.

# About the Role

**Job Title:** Senior School Administrator (Calendar)

**Main Purpose of the Role:** To provide comprehensive administrative support to the Common Room staff and Senior Management by coordinating and managing the school calendar and logistical operations across all departments and sites. Collaborating closely with academic and operational teams to support the smooth running of the school, managing daily room allocations and producing key documents such as staff and pupil calendars and information booklets. Effective planning and communication of academic and co-curricular activities is essential.

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## General Duties and Responsibilities

- Perform general secretarial duties, including handling confidential matters and general phone enquiries.
- Plan and administrate termly calendar meetings, then coordinating with individual staff members to confirm that their events are correctly positioned in the calendar and that necessary resources are available.
- Coordinate the booking of all term-time College events and activities outside the normal timetable. This includes organising venues, liaising with staff, and updating information on the calendar database and the school online booking system.
- Administer room changes on the school's information management system (iSAMS).
- Prepare the pupil calendar and information booklet each term in consultation with the Deputy Head (Pupils), and liaise with printers.
- Produce weekly information bulletins for academic staff, support staff, and pupils, detailing all scheduled events and activities.
- Coordinate with the Operations Manager to deploy technical, catering, and portering resources for events.
- Collaborate with the Deputy Heads to produce forward planning documents.
- Update and maintain the school's database (iSAMS) with calendar, rooming, and co-curricular timetabling information.
- Provide support to the Deputy Heads and exams office as required.
- Work with other members of the administration team, to share the workload during busy times.
- Perform any other reasonable management requests.



## Person Specifications

The successful candidate will have experience in the following areas:

- Excellent communicator and team player.
  - Dynamic and pro-active approach; ability to work under pressure and take initiative.
  - Ability to deal with staff in a fair, firm and consistent manner when needing to work to deadlines.
  - Self-disciplined with excellent time management skills to work to deadlines.
  - Excellent English with a sharp eye for detail.
  - Respect for the confidential nature of some aspects of your work.
  - Excellent IT skills, including proficiency in the use of Microsoft Excel, Work and Outlook.
  - Knowledge of school database/information systems is desirable, but not essential.
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## Hours of Work

Monday to Friday, 8.30am to 5.00pm with a 60-minute unpaid lunch break (37.5 hours per week). This is a term-time (35 weeks) plus three weeks (38 weeks total) appointment.

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## Remuneration

A salary in the range of £21,000 - £23,000 per annum will be offered depending on skills and experience, as well as the agreed working weeks.

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## Holidays

Holiday entitlement is included in the salary for this role. All holiday is to be taken outside of the working weeks.

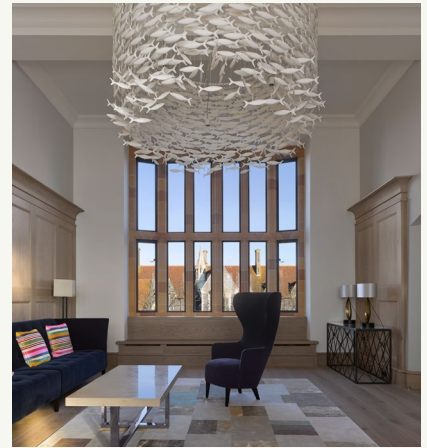
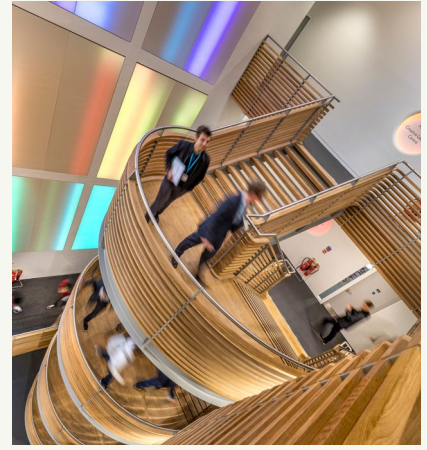
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## Benefits

- Contributory pension scheme with matching contributions from the employer up to 9%, which all eligible employees will be automatically enrolled into within three months of commencement of employment.
  - Life Cover is provided whilst working at Brighton College after successfully passing probation period.
  - Complimentary lunch is provided.
  - Free tickets to the College's music, dance and drama performances.
  - Job specific learning and development programme available to all employees.
  - Employee benefit and rewards platform with a wide range of discounts, employee benefits and wellbeing resources.
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## Wellbeing

- Subsidised gym membership for the School of Science and Sport is available, which includes access to yoga and pilates classes, meditation sessions and use of the gym and swimming pool.
- Personalised health and wellbeing consultations.
- Generous sickness policy.
- Access to books, magazines and DVDs from the College Library.
- Comprehensive wellbeing package.



# The *Application* Process

Candidates should submit an online application, through our application portal:

<https://brightoncollege.ciphr-irecruit.com/Applicants/vacancy>

Applications will be considered on a rolling basis and early application is therefore encouraged.

The closing date for this role is Friday 25 July 2025.

Any enquiries about the application procedure should be emailed to:

[recruitment-support@brightoncollege.net](mailto:recruitment-support@brightoncollege.net).

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## Safeguarding and Equal Opportunities

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

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

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the 'Careers' page of our website.