



**ICSLONDON**  
INTERNATIONAL SCHOOL

Shaping the world

## School Administrator Job Application Pack





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## Welcome to ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest in joining our school.

Our mission is to provide an innovative approach to education, inspiring each and every student to discover their strengths within a community of future leaders.

We take pride in knowing each and every one of our students. Our warm and stimulating environment encourages all our students to discover their strengths. Our talented and highly motivated staff inspire students to be the best that they can be. By setting high expectations for learners, we expect them to develop into top candidates for entry into the best universities around the world.

I have been a geography and business management teacher and, during the last 12 years, head of schools in Singapore, Montenegro, Ecuador and Spain, leading dynamic, outstanding community schools and working with many inspirational staff, students and families. I understand what it is like to live, work and study in foreign countries, and to be part of an international community.

I pride myself in recruiting, developing and empowering high-functioning teams that work with students to secure outstanding internal and external examination results.

I hope my headteacher's welcome provides you with a sense of the type of international school we are and the values we represent. I look forward to you visiting the school so you can see first-hand the quality of education we provide, and our students' enthusiasm and passion for learning.

Alec Jiggins, Head of School





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# About ICS, London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.





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# About Globeducate

Globeducate is a global network of over 50 premium international schools and online education programs. We offer inspiring learning opportunities to more than 25,000 students between 2 and 18 years old in 10 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

[www.globeducate.com](http://www.globeducate.com)





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# School Administrator

## Job title

School Administrator

## Reporting to

Primary School Principal

## Working hours and working days

Monday - Friday

8.00am to 5.00 pm

## Start/End date

mid-August 2023

## Location

Based at ICS Primary, 7B Wyndham Place, London W1H 1PN

## Salary

£25,000 -30,000 per year

## Terms of employment

Full-time, permanent contract

You must have eligible status to work in the UK (No visa sponsorship provided)

## Holiday

5 weeks plus Bank Holidays must be taken during the school holidays

Discretionary flexible working outside of term time

## Context

This job is located at ICS Primary School, London, where the post holder will be based at the reception and responsible for welcoming students, parents and visitors. The School Administrator is responsible for providing administrative work as requested by the principal, Head of School and Bursar. The job is varied and attention to detail is required. Excellent written and verbal communication skills are essential, along with initiative and the ability to prioritise tasks. In addition, the role requires absolute confidentiality and integrity.





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## Responsibilities/duties

Administration of School Software (e.g. iSAMS, Toddle)

- Creation and maintenance of class lists, registers, starters, leavers
- Creation and management of user accounts

General office administration and front-of-house duties

- Welcoming, looking after visitors and overseeing the signing-in process (InVentory).
- Check and verify IDs, DBS and documents for visitors and staff.
- Answer and direct incoming phone calls
- Process and distribute incoming post and outgoing post
- Carry out general admin duties e.g. writing letters
- Maintain the general email accounts, responding to queries /directing enquiries as required
- Order stationary and sundries
- Maintaining a clean, tidy and orderly admin office and first aid room

Day to Day running of the School

- Check student absences and follow up. Keep track of student holidays.
- Maintain up-to-date records of students in accordance with UKVI, DfE, ISI and ICS policies and guidelines.
- Assist Admissions with re-enrolment
- Liaise with our Bus company and update bus lists and communicate with teachers, students and parents.
- Update the Fire Evacuation list daily
- Assisting Principal with problem-solving
- Help maintain general order in the school e.g. clearing lost property
- Assist Facilities Manager with the management of the building e.g. fob and locker keys
- Administering First Aid to children when required, and undertaking training as necessary

Meetings/Events

- Assist organiser with the management of guest lists for school events
- Assist with the distribution of invites
- Organise refreshments and assist the event organiser with any other preparations such as signage, furniture etc.
- Assist with organising meeting rooms (booking space, arranging furniture etc.).
- Write minutes for meetings if required.



## Finance

- Petty Cash - update and reconcile monthly petty cash and submit to Finance
- Collate petty cash receipts and put them in an envelope for collection by Finance
- Monitor stock of stationery and general resources and manage re-ordering

## Others

- Maintain a high standard of courtesy and professional relationships with all colleagues, students, parents and interested parties and in particular demonstrate respect for the cultures and backgrounds of all students, parents and colleagues
- Observe the school's policies, routines and procedures and act in accordance with ICS Staff Handbook and notices or announcements made by the school management
- Participate in staff meetings, in-service training, parents' evenings and school functions according to the published schedule
- Be fully aware of the layout of the school building, including the location of the first aid box and fire exits
- Provide cover as and when required by the line manager
- Undertake any other reasonable requests made by the line manager, Head of School or Bursar.

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the line manager.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. The post holder may deal with sensitive material and should maintain confidentiality in all school-related matters.

7. ICS has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, and Disqualification from childcare check ( if applicable). During the interview, all candidates will be asked to talk through their applications, including periods when they were not working. ICS is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974.





# Person Specification

## Qualifications

### Essential

- Qualifications in English

### Desirable

- First Aid qualifications
- IT qualification

## Experience

- Experience working in an office environment
- Experience of working as part of a team

- Experience of working in a school environment
- Experience of working with children
- Experience of using database software

## Skills and Knowledge

- Excellent Communication skills in person, by telephone and in writing
- Strong IT skills
- High level of time management skills
- Confident IT skills (MS office)
- Ability to work collaboratively in a team
- Understanding of other cultures

- Ability to speak other languages





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## Other Attributes

### Essential

- Absolute integrity and confidentiality
- Calmness under pressure
- Strong commitment to child protection and safeguarding
- Commitment to continuing professional and personal development
- A willingness to be flexible and manage changes





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# How to apply

Candidates are requested to send both a cover letter and a completed application form to [recruitment@ics.uk.net](mailto:recruitment@ics.uk.net) or apply through the TES portal.

The application form can be found at [www.icschool.co.uk/jobs](http://www.icschool.co.uk/jobs) or through the job page on the TES website.

No other form of application will be accepted unless under exceptional circumstances. Visa sponsorship will not be provided for this post.

The International Community School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection training and screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this role, please contact our HR team on [recruitment@ics.uk.net](mailto:recruitment@ics.uk.net)