



TONBRIDGE
SCHOOL

SUMMER SCHOOL PROGRAMME ADMINISTRATOR



THE DEPARTMENT AND POST

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18.

The Commercial & International Department is responsible for all external revenue generating activities. The Summer School Programme is a new development at Tonbridge School and will deliver an exciting international summer school programme in 2026, with further online, holiday and immersion courses planned for the future.

This initiative will offer visiting international students the opportunity to make the most of Tonbridge's outstanding facilities and extensive campus, including world-class academic buildings, Boarding Houses, and state-of-the-art sports facilities. Students will be able to experience Tonbridge's academic, co-curricular, and pastoral provision alongside enriching cultural and social activities.

The Summer School Programme Administrator will support the new Director of Summer School Programme, to deliver high quality education programmes for international and UK students.

The team will work closely with the Events Department, maximising use of our fantastic facilities, boarding houses and specialist departments, to deliver excellence.

These programmes will aim to provide the best service and facilities for all guests to ensure their experience reflects the excellent reputation of the school.



JOB DESCRIPTION

Job Title	Summer School Programme Administrator
Primary Line of Report	Director of Summer School Programme
Main Purpose	To work with the Director of Summer School Programme, to manage the international summer school and holiday courses, together with online and immersion courses.

MAIN DUTIES

- Working closely with members of the Summer School management team to ensure continuity of processes and the smooth running of the programme.
- Promoting the summer courses via various methods of communication and channels.
- Ensuring that marketing information and promotional materials are updated (including brochures, flyers and the Summer School website) and liaising with the Marketing team where necessary.
- Being accountable for a limited number of defined markets for Summer School recruitment.
- Assisting the Director of Summer School Programme and the HR Department with the organisation and delivery of the Staff inductions and any training requirements.
- Co-ordination of the Summer School Activity Programme and Social Programme including booking external providers.
- Acting as one of the main point of contacts for parents and agents and external bodies, ensuring effective and timely communication.
- Taking ownership of processes and systems for the enrolment and registration of students.
- Co-ordinating pre-arrival information for parents and staff, and welcome information for students.
- Overseeing the travel arrangements for students.
- Liaising with agents and external stakeholders and maintaining accurate records and up to date contacts databases.
- Maintaining the database and trackers with all student-related information.
- Assisting with collating student evaluation feedback and data.
- Liaising with the Finance Department in relation to charging and collecting fees, including possible chasing deposit and full payments from agents/parents, as well as payment of commissions to agents.
- Attending a limited number of fairs, events, and exhibitions in the UK and/or Europe to recruit for the Summer School whilst cross selling Tonbridge School and The New Beacon opportunities.
- Liaising with the HR Department for the Summer School staff recruitment activities, including posting adverts, reviewing applications, arranging interviews, contracts, regulatory checks, and onboarding/ induction training for appointed staff.
- Ensuring that the requirements of the British Council and ISI are fulfilled, including the preparation and submission of annual paperwork.
- To support the Head of Business Development and Events in the management of events and functions as required.
- To undertake any other duties as required by your line manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Experience

- At least 3 years' experience of the operations and tasks related to the day-to-day running of functions, events or residential lettings, or experienced in a similar customer-facing, operational role, ideally in a school setting.

Knowledge and Qualifications

- Knowledge of event and residential management practices.
- Working knowledge of Microsoft packages (Outlook, Word, Excel, Adobe, PowerPoint, etc.).
- Related events management or leisure qualifications would be an advantage but is not essential.
- First Aid and Safeguarding qualifications would be beneficial but not essential as training will be provided.

Skills and Abilities

- Well-developed written and verbal communication skills and IT skills in order to ensure effective communication with a wide range of individuals both within the School and with external clients and partners in a professional and friendly manner.
- Knowledge of marketing practices and media campaigns.
- The ability to implement policies and procedures, in accordance with legislation and best practice.
- The ability to analyse service issues in both quantitative and qualitative terms and provide recommendations that will improve service delivery.
- Highly organised and adept at prioritising work.
- The ability to work under pressure using own initiative.
- A willingness to be flexible and adopt a hands-on approach.
- The capability to quickly acquire knowledge and understand complex issues.
- A determined self-starter with ability to see jobs through to completion.
- Hardworking, dependable, punctual and professional in approach to work.

Personal Attributes

- Diplomatic, tactful and open-minded and able to work collaboratively.
- Confident, firm when required and willing to take difficult decisions.
- Team player with willingness to support others in their roles.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of duties.
- Full UK driving licence.

HOURS OF WORK

This is an all-year-round post with a larger workload in school holiday periods.

Nominally 37.5 hours per week, Monday to Friday from 9am to 5.30pm, with a 1-hour unpaid lunch break during term-time weeks.

Flexibility to work evenings and weekends will be required when meeting prospective clients and managing events.

Out of term-time, the postholder will be required to have a hands-on approach with managing events and liaising with clients. There will be a requirement to work additional hours, particularly during the Easter and Summer holiday periods.

The additional expected hours of work may be between 10 and 15 per week and any additional hours worked in this respect are taken back as time in lieu at a mutually agreed time which is convenient to the business, normally in term-time.

REMUNERATION AND BENEFITS

Salary of £30,284 p.a. and generous benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays. There are restrictions on holidays with a maximum of two weeks' holiday to be agreed during the 10 weeks of Easter and Summer letting periods
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

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

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Applications forms should be accompanied by a short letter of application and a current cv.

Apply via our online application form or, send your completed application form and accompanying documents to:

hrdept@tonbridge-school.org
01732 365555

Closing Date: Friday 2 May 2025 at 10am

Interviews will be with the Director of Summer School Programme and the Head of Business Development and Events.

First interviews will take place via Teams on Wednesday 7 May.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press