



# **SCHOOL ADMINISTRATOR – PREP JOB DESCRIPTION**

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## Overview

The Prep School Administrator will be required to take responsibility for clerical management of registration at the School and to manage various Whole School administrative tasks, working within a vibrant office and dealing with general enquiries in person, by email and by telephone.

- **Location:** You will be based at our Prep School, St. Leonards-on-Sea
- **Hours:** 8am to 5pm, Wednesday to Friday, Part time
- **Line Manager:** Head of Administration
- **Pay:** Commensurate to experience

## ISP Principles

1. Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.
2. Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the well-being of self and others.
3. Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.
4. Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

## Key Responsibilities

*The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Head of Administration and Bursar.*

### Responsibilities include:

**Safeguarding:** to actively support a strong safeguarding culture within the school; to support policies and procedures for child safeguarding (health & safety, countering bullying, substance misuse, e-safety, the promotion of PSHE, medical provision, welfare concerns and the School's behaviour policy); to complete Educare CPD safeguarding training as requested by the DSL.

**General Responsibilities:** To answer phone calls to the school; to welcome, in person, all visitors to the school; to provide high level of hospitality and comfort to all those visiting CPS; to ensure that all Safeguarding policies are adhered to in relation to visitors/parents and contractors visiting the school; to support whole school events as directed by the Vice Principal (Open Days etc); to fulfil any other reasonable requests as directed by the Vice Principal; to attend weekly team meetings.

**Registration Management:** To take primary responsibility for clerical management of registration at the school; to call parents of students when absence is unauthorised; to manage documentation in relation to authorised absences at the school; to manage the signing in/out registers; to liaise with Phase Leads/Tutors in relation to registration matters when necessary.

**Triage of all School Enquiries:** to manage and disseminate all 'Enquiries' emails to the school.

**Administration of Stationery, IT Resources and School Noticeboards:** To be responsible for ordering all office and stationery supplies, ensuring that these are in stock and up to date; to liaise with IT department regarding resources for copiers across the school; to take responsibility for management of school notice boards, ensuring they are both presentable and up to date as directed by SLT at Prep School.

**Health & Safety Administration:** to ensure that all fire registration material is prepared in line with school policy; to ensure that all safeguarding, first aid and fire notices are in place and up to date, across the school.

## Skills, Qualifications and Experience

- Previous experience in a school administration/receptionist role desirable but not compulsory
- Have experience in a customer facing role (desirable)
- Have experience working in fast paced environment
- Experience using Microsoft Office (Excel and word)
- Grade C GCSE (or equivalent) in Maths & English

- Ability to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timescales.

## Benefits

- A varied role within a fast-paced environment
- A close-knit friendly team
- Competitive salary scale
- Remission of fees in line with the School fees discount policy
- 30 days annual leave (full time)
- Free dining and refreshments during term time
- Free on-site parking
- Employee Assistance Programme – a 24-hour individual assistance programme
- Company Pension
- Access to iSP Learning Hub – an online professional development platform with hundreds of courses to widen your knowledge and support career growth

## ISP Senior Leadership Competencies

You consistently demonstrate and role-model the ISP Leadership Competencies in all that you do.

1. **Modelling Collaboration.** Takes an active part in leading your leadership team; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximise opportunities.
2. **Learning & Getting Better.** Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
3. **Leading Innovation.** Is good at creating an environment where ideas for learning initiatives and services are generated and can motivate and inspire others through the process of creation through to completion.
4. **Focusing on Outcomes.** Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on learners and their learning.
5. **Acting with Resilience.** Can deal with setbacks and challenges calmly and effectively.
6. **Managing Ethically & with Integrity.** Has the ability to work ethically and with integrity; helps others feel valued; upholds and models the ISP Vision, Purpose and Principles.
7. **Leading & Inspiring Through Influence.** Supports, encourages and inspires students, colleagues and teams so that they give their best.
8. **Demonstrating Agility.** Responds and adapts to changing circumstances; manages and solves problems by providing solutions in a climate of ambiguity.
9. **Planning & Making Decisions.** Makes decisions on the best course of action and then plans, organises, prioritises and balances resources to achieve the desired outcome.

10. **Advocating Diversity & Equity.** Has the sensitivity, awareness and skill to understand the values, behaviours, attitudes and practices across cultures that support all children and adults to learn and work effectively

## **Safeguarding & Safer Recruitment**

Claremont School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

## **About Claremont**

Claremont School is an independent day and boarding school. The Nursery and the Junior School are based in St Leonards on Sea, and the Senior School is located in Bodiam, East Sussex. The school is nonselective and welcomes children and young people from a large catchment area spanning 25 miles. In addition, one third of the students in the Senior School are international boarders.

Children join Claremont aged 2, and the school offers a British curriculum throughout with GCSEs and iGCSEs at KS4, and A Level and BTechs at KS5. In addition, the school delivers outstanding programmes in Performing Arts (winning an award for outstanding School for Performing Arts in 2021) and in football where students can join the Football academy and look to become professional players.

Results and Value-Added at Claremont are outstanding, with Senior School results beating national averages year on year, as well as more local independent selective schools. We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that can forge successful careers and lives, in a rapidly changing world. Claremont aims to be the School of Choice for the local area and supports its young people to excel in all that they do in a safe and inspiring environment.

Claremont School is also part of the International Schools Partnership (ISP) group, comprising committed colleagues in financially responsible schools around the world, where learning is at the heart of everything we do for our students, colleagues, and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and operators who have worked together over many years. ISP's growing group of private schools are located in the UK, the USA, Canada, Spain, Italy, Switzerland, Costa Rica, the United Arab Emirates, Qatar, Malaysia, Mexico, Chile, Colombia, Ecuador and Peru, educating children and students from 2–18 years of age. ISP has expanded to 83 schools that employ over 10,000 staff and deliver multiple curricula to over 56,000 students located across the globe.

## **ISP Commitment to Diversity, Equity, Inclusion and Belonging**

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing and retaining high-performing teammates regardless of gender, ethnicity, sexual orientation and gender expression, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

Employee Name:

Employee signature:

Date signed: