

Whitgift School Administrator Permanent, Full-Time, Full Year Contract

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1525 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

This role reports to a Senior Administrator who is responsible for their assigned administrative pod. The responsibilities of an Administrator are to assist the area to which they are deployed through the provision of administrative support, or to complete a specifically assigned role within the School Office. The role description is deliberately broad and flexible, so that an Administrator can support different areas of the school in line with operational needs, such as (but not limited to): the Sixth Form Team, the School Office, Academic and Pastoral Leadership, and the Music Department as allocated. Roles completed within these placements will be varied and Administrators will be supported in developing their skills and knowledge in order to be able to complete a number of roles.

Within our team of Administrators our model is one which retains flexibility to assign each Administrator to an area of particular responsibility which can change by mutual agreement over the medium term. **This vacancy is for an Administrator in Pod A (the Staff Pod) with a focus on supporting Academic Departments (including the Languages Department), recording Support staff absence and fulfilling day-to-day School Office duties.** In order to balance workload across the administration function, an Administrator may, from time to time, be assigned additional tasks in other areas by their line manager.

In the event of a need for short-term adjustment in staffing, an Administrator may be temporarily re-deployed to a different area: in this instance overall line management responsibilities will not change, however they would be expected to work under day-to-day instruction of the area lead or individual leader.

MAIN DUTIES AND RESPONSIBILITIES:

Assignments to School Office function

- Assisting the Senior Administrators in running an effective and efficient School Office through the provision of secretarial and administrative support
- General day-to-day office duties:
 - Helping to greet and manage enquiries from staff, students and visitors,

- assisting and directing appropriately
- Assisting with the updating of iSAMS and student files
- Assisting with parent emails, post, ticketing for events, questionnaires, data entry, and administration for parents' evenings
- Supporting with special projects within the scope of the overall office duties and any ad hoc duties that occur from time to time
- Helping to find lost students at the end of the day
- Providing administrative support for School Trips
- Providing administrative support in the production of the school calendar
- Managing stationery

Assignment to a specific department or leadership PA role

- General day-to-day administration for the relevant area, as directed by the line manager or area lead(s):
 - Providing a wide range of administrative support across the function
 - Liaising with colleagues across the school, receiving and coordinating requests from external stakeholders, students and parents
 - Managing diaries, organising and scheduling meetings, rotas, activities, seminars, detentions and events
 - Answering general incoming telephone calls, managing shared inbox and hosting visitors
 - Raising POs and supporting budget holders to monitor monthly transaction reports
 - Organising and maintaining department-specific systems, processes, software packages, resources and files
 - Preparation for, and minuting of, meetings and interviews
 - Maintaining accurate and up-to-date records and files
 - Proof reading reports, correspondence, Options Booklets etc.
 - Production and proof reading of key documents and website updates
 - Collaborating with other administrators across the school
- Providing member of senior leadership to whom allocated with full secretarial and administrative support
- Allocating any other duties as allocated by assigned line manager

Other responsibilities

- Providing cover for administrative staff across the school as and if the need arises
- Assisting with Open Events, Entrance Exams and other School events when required
- Updating documents outlining processes and procedures within the administrative function in support of continuous improvement within the department
- Ensuring relevant legislative procedures are followed, including those relating to safeguarding and Health & Safety
- Undertaking any other duties that are reasonably requested from time to time

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the Health and Safety at Work Act, Manual Handling, Working at Height and Electricity at Work regulations. Ensure compliance with the Whitgift departmental policies and Standard Operating Procedures.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high-quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to 'A' Level or equivalent with GCSE English and Mathematics
- Proven administrative/secretarial skills and experience of working in a busy office
- Excellent organisational, time management, interpersonal, literacy, administrative and ICT skills (Proficiency in Microsoft Office suite [in particular Word, Excel, Outlook, Forms and PowerPoint] and first-class keyboard skills)
- Excellent customer care skills, a positive, cheerful and co-operative disposition, and able to employ a diplomatic approach when dealing with difficult/sensitive situations
- A demonstrable keenness for professional development and ability to pick up new skills quickly
- Hard-working, reliable and enthusiastic: a positive, co-operative team-player
- Proactive, flexible and self-motivated: maintains a "can-do" attitude
- Attention to detail and a desire to achieve the highest standards
- Able to work efficiently as part of a team and also independently
- Ability to work efficiently and calmly under pressure, prioritising workloads effectively, managing multiple deadlines, and adapting when circumstances change
- Ability to exercise discretion: understanding of the need to maintain confidentiality

Desirable

- Experience of working within a leading independent school
- Experience in a client facing, or customer service role
- Experience with iSAMS or similar database experience
- Experience with Evolve & SOCS
- Experience with Firefly

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Discounted school fees for the Foundation Schools (permanent posts only and upon successful completion of the probationary period)
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a full time, permanent, full year post.

Senior Administrators will work 5 days per week and the hours for this role are 8.30am-5.30pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year.

The salary range for this post will be between Point 22-25 on the Whitgift Foundation Support Staff Scale which is between **£35,139** gross pay per annum at Point 22 - **£38,081** gross pay per annum at Point 25, dependent on qualifications and experience). Salaries are reviewed annually on 1 September.

The holiday entitlement is 25 days per year. The holiday year runs from 1 September to 31 August. Holidays should be taken during the school holidays and agreed in advance with your line manager.

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed on a daily basis, and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed within completed application forms.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities). It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

July 2025