

Whitgift School Administrator Fixed-Term Contract (until 4 July 2025) Full-Time, Term-Time only plus 2 weeks

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 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.

This role reports to the School Office Manager (SOM). The role description is a deliberately flexible one, so that an Administrator can be deployed across a number of different areas of the school, such as (but not limited to): the Sixth Form Team, the School Office, the Languages Faculty. Hence, when an Administrator is deployed to a particular area primary line management responsibility is delegated by the SOM to the line manager of that area (e.g. the Director of Sixth Form if deployed to the Sixth Form Team). The responsibilities of an Administrator are to assist the area to which they are deployed through the provision of administrative support. In order to balance workload an Administrator may, from time to time, be assigned additional tasks by the SOM. This position is available from 1 September 2024; whilst the role description is relatively generalist, it is anticipated that the successful candidate will initially join the Languages Faculty as Languages Faculty Administrator. A more detailed conversation around specific responsibilities anticipated to be fulfilled by the successful candidate will take place at interview.

MAIN DUTIES AND RESPONSIBILITIES:

- General day-to-day administration for the relevant area, as directed by the line manager and/or SOM. This may include some or all of the following:
 - Acting as first point of contact for the team, and hosting visitors
 - Liaising with colleagues within school, those in partner organisations including visiting speakers and, where relevant, students
 - Sending letters, e.g. to parents
 - Managing diaries, organising and scheduling meetings
 - Supporting budget holders to monitor monthly transaction reports
 - Helping to organise trips and events
 - Helping to administer processes, such as those relating to internal and external exams, detentions, subject options, post-Whitgift applications
 - Maintaining resources and updating files
 - Ensuring process documentation is complete and up to date
- Seek opportunities to streamline processes, in order to improve efficiency and effectiveness across the organisation
- Ensure relevant legislative procedures are followed, including those relating to safeguarding and Health & Safety

KEY SKILLS AND QUALITIES:

- Excellent written and verbal communication skills, administrative and ICT skills
- Hard-working, reliable and enthusiastic: a positive, co-operative team-player
- Flexible, proactive and self-motivated: a cheerful “can-do” attitude
- Attention to detail and a desire to achieve the highest standards, including a demonstrable interest in ongoing professional development
- Able to work efficiently as part of a team and also independently without supervision, when required
- Ability to work under pressure and to ensure good timekeeping to meet deadlines
- Able to prioritise effectively and to adapt when circumstances change
- Ability to exercise discretion: understanding of the need to maintain confidentiality

This role description will be reviewed regularly 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 outlines a framework of expectations in relation to the post holder’s professional responsibilities.

FURTHER INFORMATION

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

- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Access to our onsite gym
- Membership of the Bupa Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan

Additional benefits include:

- Onsite parking (when available)
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered from 1 September 2024 as a fixed-term, full-time, term-time only plus 2 weeks contract.

The Whitgift School Administrator will work 5 days per week. The hours are 8.00am to 5.00pm (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. Any changes will be agreed with your line manager and mutually agreed in advance.

The salary range for this post will be Point 21 to Point 23 on the John Whitgift Foundation Support Staff Salary Scale (dependent on qualifications and relevant experience), which is £34,003 - £35,978 per annum, full-time, full-year. The pro rata equivalent is £28,510 - £30,166 per annum, based on term-time plus 2 weeks.

We welcome applications from all parts of our community as we aspire to attract staff that matches 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 daily, 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 on their application.

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).

June 2024