



GLENESK SCHOOL

Pre-Prep & Nursery



Candidate Brief

School Administrator

About Us



At Glenesk Pre-Prep and Nursery School in Surrey, we have a clear set of aims and an ethos that is geared towards providing our pupils with an exceptional educational foundation. By focusing solely on the education of children between the age of 2 and 7 years old, we can ensure that all our teaching methods here at Glenesk School are perfectly tailored to suit our pupils.

As well as shaping our teaching methods to suit the needs of our pupils, Glenesk School has also created the perfect environment and atmosphere to help children feel comfortable and express themselves.



Located in East Horsley, Surrey, we enjoy the beautiful countryside on our doorstep, however still benefitting from easy access to the A3 and routes to London and the South Coast.



The Role

We are seeking a calm, personable and capable School Administrator to support our busy school office.

As the School Administrator, this role is primarily responsible for supporting the School Secretary in the day to day running of the School office. The role is also responsible for providing high quality organisational, administrative and secretarial support and proficiency in Microsoft Office and Teams is essential.

Elements of the role will include organising school trips, managing wrap around care and after school club lists, preparing termly calendars and responding to parent communications.

As well as running the school office, a vital part of this role is ensuring the reception is well managed and school visitors, children and parents are professionally received.

The role is term time, 8.30am - 4.30pm daily. Required from June 2023, or as soon as is practical.



We are delighted that you are interested in joining Glenesk Pre Prep & Nursery

To apply:

- Visit www.gleneskschool.co.uk to find out more about our school
- Download and complete the school application form from the school website here:
<https://www.gleneskschool.co.uk/about-glenesk-school/vacancies/>
- E-mail your completed application form plus a covering letter addressed to Mrs Sarah Bradley, Headteacher, to Ms Mia Whitney, Head's PA
mia.whitney@gleneskschool.co.uk
- You may also send an accompanying CV if you wish, however this must be in addition to our application form

Overview of employee benefits:

At Glenesk we offer a competitive salary and the following benefits;

- Contributory pension scheme
- Professional development
- School fees discount
- Cognita Care First – Employee Assistance Programme
- Lunch during term time
- Free onsite parking
- My Staff Shop – discounts for staff across a range of companies



Next Steps

The closing date for applications is Monday 5th June 2023.

Interviews may take place before this date, should an excellent candidate be identified early in the application process. Interviews will be arranged on application. Interested candidates are advised to apply as soon as possible.

Please do contact me if you have any questions, or you would like an informal discussion about the role.

We look forward to receiving your application.

Mrs Sarah Bradley
Headteacher



Cognita Schools (Glenesk Pre Prep & Nursery) are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) for all countries, outside the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK.

