



Eaton Square Prep School

Candidate Pack

School Administration Manager

About Eaton Square Prep & Nursery Schools

Eaton Square Prep School was founded in 1981 and celebrated its' 40th anniversary last year. It began life as a Nursery School in the basement of St Peter's church on Eaton Square. Since then, the school has expanded it's offering from Nursery to Year 6. Eaton Square Prep is part of a family of schools, including Eaton Square Senior School, and Eaton Square Sixth Form, as well as being part of the Dukes Education group.

Offering continuity of education in the important formative years of a child's life, the school is a vibrant, popular community where children learn not only the skills, but also the values that will prepare them for the next stage of their life at senior school and beyond. Although non-selective at the main point of entry (Reception) the school maintains high academic standards, with many children moving on to the most selective of London Day Schools and Boarding Schools at 11+ entry level. or 13+ where appropriate for pupils who have transferred onto the Senior School after the 11+ screening processes for 13+ entry.

In recent years we have seen pupils move on to Westminster, Dulwich College, Alleyn's, Kings College Wimbledon, St Paul's, City of London Girls, Godolphin and Latymer, Putney High, JAGS, Benenden, St Swithun's, Roedean and Downe House, as well as many other independent schools. As mentioned above, the pupils also move on to Boarding schools such as Eton, Harrow, Tonbridge and Winchester at 13 following the 11+ process. Many of our pupils now stay on to attend our Senior School. Approximately 40% of Eaton Square Prep School pupils transfer to the Senior School each year.

The school offers a breadth and depth of education which goes beyond academic success in examinations and into every sphere of life. We want to nurture good character and curiosity, enabling our pupils to make their way in life beyond their formal education. Equal emphasis is placed on intellectual, artistic, aesthetic, physical and musical pursuits. In addition, our teaching staff encourage children to learn moral and spiritual values that will make them happy and confident in themselves, so that they may become kind, well-rounded and respected members of society.

Sebastian Hepher took up the Headship of Eaton Square School in 2010. He is now the Principal of Eaton Square Schools. Trish Watt succeeded Sebastian as Headmistress of the Prep. School in September 2019.

Our Vision

Eaton Square pupils will be fully prepared to take their own place in an ever-changing world.

Our Mission

To provide an exceptional all-round education.

Our Values

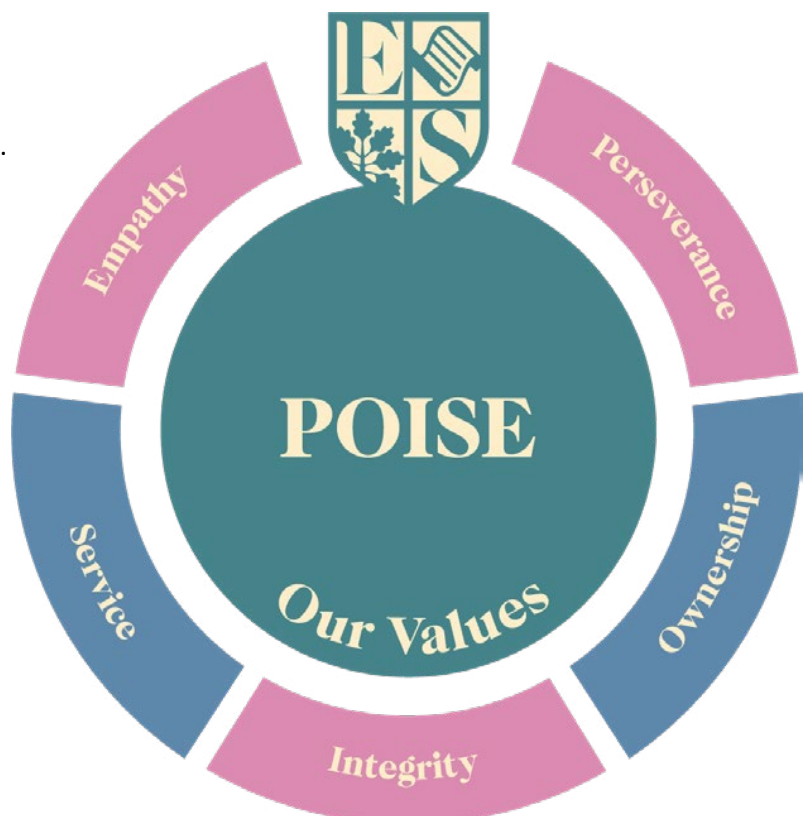
Perseverance

Ownership

Integrity

Service

Empathy





Our Aims

- Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self-confidence, respect for others, and a strong sense of community.
- Inspire intellectual curiosity and an instinctive love of learning which leads naturally to academic aspiration and examination success.
- Create opportunities to encourage a culture that identifies and supports each pupil in developing at least one area of greatness.
- Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing pupils to develop the skills they need to overcome adversity and setbacks.

Dukes Education

The school became a member of Dukes Education in 2018, and as a result enjoys an excellent relationship with numerous partner schools, as well as benefiting from the support of experienced professionals, committed to improving the growth and education provision across the group.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Their philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything they do.

Dukes believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about Dukes, visit dukeseducation.com.



Job Description

Accountable to: Bursar

Start date: As soon as possible

Salary: £35,000 depending on experience

Hours: This is a term time only role + 4 weeks.

Main duties and responsibilities

The School Administration Manager will provide a friendly, warm, efficient and highly professional service for Eaton Square Prep and Nursery Schools. They will play a vital role in supporting the Senior Leadership, Marketing, Admissions and Administrative Teams.

This is a wonderful opportunity to join a welcoming, happy and collaborative team in a prestigious environment.

The main responsibilities of the post will be to provide HR and administrative support to the School. The School Administration Manager is often the very first contact for any parents and visitors to the school. The post-holder must therefore be presentable, cheerful, polite and diplomatic.

You will be part of the team sharing the front desk responsibilities with the PA to the Head and Principal. You will be supported by the Head of Marketing, the Head of Admissions, Finance Manager and the Bursar.

Main School Administrative Responsibilities Include:

Front Desk Duties

- Be the first point of contact for parents, assisting with any requests
- Greet and sign in visitors, checking IDs and ensuring they sign in and out/ are directed to look at the School visitor's induction pack
- Answer the main school telephone, take messages and transfer calls
- Distribute correspondence to parents and internal notices to staff (ensuring all documents sent are proof-read and well presented)
- Sort and send any external mail daily and distribute any incoming mail as soon as possible
- Keep office files, records and archives updated and produce information in formats as requested by the SLT
- Assist parents with requests, contacting School related suppliers on their behalf if needed (e.g. uniform queries)
- Update pupil records as required on the School MIS system e.g. new addresses, phone numbers, marital status of parents, medical requirements, allergies etc.

School Register Responsibilities

- Monitor daily registers in the building and follow up on absences (printing off registers twice daily for fire evacuation)
- Report to SLT and DSL any concerns over pupils and absenteeism

School Calendar

- Supporting the Deputy Head in managing to school calendar

First Aid Management

- Manage the administration of the School First Aid Policy including:
 - Ensure all first aid equipment is stocked and up to date
 - Ensure all pupil registers for allergies, illnesses and other requirements is monitored
 - Ensure staff have up to date first aid training and provide reminders where necessary
 - Ensure the log of accidents is kept up to date and accurate

Bus Management

- Manage children taking the bus to and from School on a daily basis
- Manage the daily bus service and work with Deputy Head to manage any changes.

Clubs & Wrap Around Care

- Organise all School Clubs including:
 - Promotion of Clubs to pupils & liaising with parents
 - Management of Club registers
 - Use of Evolve to manage Clubs
 - On-boarding & monitoring off all Club providers (especially external)
 - Working with Bursar to manage the WrapAround care provider

Main HR Responsibilities Include:

HR duties will have the support of the Bursar and the Head.

Recruiters & Leavers

- Create job descriptions and online adverts, posting to a variety of platforms.
- Manage applications and candidate communication.
- Organise interview schedules/days in conjunction with the relevant members of SLT and assist with interviews and shortlisting if required.
- To ensure all pre-employment checks are carried out in line with the safer recruitment policy including the required DBS documentation, proof of qualification, references, right to work, medical, DBS checks, overseas checks and chasing outstanding checks as necessary prior to commencement at school.
- To ensure gaps in employees previous service are justifiable and completed in a timely manner prior to interview.
- Produce employment documentation for successful candidates (offer letters, contracts, welcome packs, etc.)
- Ensure that new starters receive an induction and health and safety tour in liaison with the relevant member of SLT.
- Process leaver's documentation and completing references as and when requested.
- Keep up to date with Safer Recruitment training and best practice.

Training

- Manage all training across the school.
- Have excellent knowledge of the training required for compliance.
- Keep robust records of training sessions and expiry dates.

Compliance

- Undertake DBS checks for all new starters, volunteers and others as required.
- Collect new starter paperwork such as proof of right to work in the UK, reference checks, staff suitability forms and any other paperwork relating to safer recruitment in education is completed and ensuring it is returned ahead of any new appointments.
- Ensure that the staff files are up to date, organised and securely stored.
- Ensure the Single Central Register is kept accurate, up to date and fully compliant.
- Maintain records of Club Leader, Peripatetic and Contractors' Safeguarding Agreements.

Absences and Cover

- Track and maintain records of staff absence.
- Track annual leave for members of staff who work all year round (e.g. admin and support teams).
- Work with Deputy Head to manage planned cover.

Person Specification

- 3+ years' experience in a similar role (i.e. administration/customer services within the independent education sector and/or when working with families and/or HNWIs)
- Knowledge of working with school databases such as iSAMS is preferred, as is knowledge of the independent education sector
- Excellence in:
 - Written and verbal communication
 - Customer service
 - Organisation
 - Taking both initiative and direction
 - Use of Word, Excel and PowerPoint
- Team player with a flexible attitude, patience and sense of humour



Interview Process

Tes Application

Please apply by completing the tes application in full. You must include your entire job history, explain any gaps in employment, and provide the contact information for at least two professional referees.

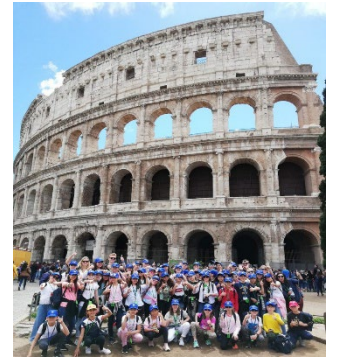
Interview Process

Applications will be assessed against the Job Description & Person Specification, with candidates invited for a short interview in person. Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. To eliminate unconscious bias from our recruitment process we remove all candidate names and places of education from applications before passing them to the panel for review.

Interviews will likely involve a formal interview with the Bursar which will include some practical activities aimed at assessing your practical skills and communication skills. Shortlisted candidates would then be interviewed by the Head.

Perks & Benefits

- As a part of the Dukes Education group you receive access to over 70 CPD events, training sessions, workshops, collaborative development days and courses each year, plus invitations to all Dukes events, talks, kids camps and more.
- An [Employee Assistance Programme](#), including six free in-person counselling sessions for both you and your family members.
- Staff Pension.
- Cycle to work scheme.
- Staff loans for training.
- Free daily lunches and refreshments.
- A warm staff culture with regular staff socials.



Equality, Diversity & Inclusion

Eaton Square is committed to continuing to make diversity, equity, and inclusion part of what we do – from how we educate our young minds to how we build our workforce. If you are from an underrepresented community, we would especially like to hear from you.



Application Information

Interviews will take place the week commencing 30th September 2024. Successful candidates may be invited to interview immediately upon receipt of their application, so we recommend applying early.

If you have any questions about the role, or special requirements for your interview, please contact Nurette Stanford on n.stanford@eatonsquareschools.com or 020 7225 3131.



We look forward to hearing from you.

Great minds set free.



Eaton Square Prep. & Nursery Schools
55-57 Eccleston Square,
London
SW1V 1PH
020 7225 3131
www.eatonsquareschools.com