



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Administrator, Pre-Prep School

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

For further information about Holmewood House please visit our website: www.holmewoodhouse.co.uk

The Pre-Prep School

The core values of self-belief, aspiration and kindness are rooted in everything we do and this begins on day one, the minute the children walk through the door in Pre-Nursery, ready to embark on one of life's most exciting and memorable journeys – their school days!

Our children settle very quickly within our vibrant and supportive atmosphere, where happiness is the key to our success from this early age. Every child is treated as a valued and unique individual and our strong partnership with parents and the caring environment we foster within each classroom, provides children with a firm foundation and a secure start to their education. Within our small classes, our enthusiastic and highly qualified staff ensure that the children develop a positive and confident attitude to learning.

We believe children thrive when they are given abundant opportunities to play and explore their world. This exploration evolves as the children grow and it is our job to continue to seek new ways in which to nurture this precious sense of curiosity. Our children are a joy to be around and a privilege to work with.

The Role: Administrator

The role of the Administrator is absolutely critical to the smooth running of our Pre-Prep School and to the high standards we deliver to our children and to our families. This is an ideal role for a warm, adaptable and skillful administrator who loves to make a difference and loves to be a hands-on contributor to a thriving education community.

This is a Term Time Only role, working 34 weeks of the year.

Working Hours: 8am – 5pm, Monday to Friday

Job Description

Day-to-Day Administration:

- Acting as the first point of contact for children, families and other enquiries, in person, on the phone and by email
- Monitoring of daily attendance registers and reporting absences to the relevant people
- Drafting and sending of school communications, e.g. newsletters or alerts, to parents and the wider school community
- Maintaining accurate records of pupil details on the school's database systems and registers
- Acting as a scribe/note-taker for management meetings or meetings with parents as required
- Producing relevant documentation for school activities as required and distributing to the required parties
- Organising transport, facilities and other arrangements as required for school trips, visits or as part of school activities

- Organising meetings, or scheduling school events as required
- Contributing towards compliance activities, such as contributing to Risk Assessments or completing Accident or Incident reports
- Liaising with the Admissions team in relation to new pupils starting at the school and ensuring that all necessary onboarding and administration tasks are completed
- Overseeing the provision of school resources, e.g. ensuring the Pre-Prep School has the necessary stationery or classroom resources required, including liaising with the Finance Team to ensure the relevant materials are ordered as needed
- Accurate record-keeping in relation to purchases, including the completion of the documents required by the Finance Team
- Use of the School's IT systems to ensure accurate record-keeping across school activities
- Collaborating and sharing relevant information with other departments to ensure the smooth running of the school, e.g. provision of dietary requirements and allergy information to the School's catering team
- General administrative support to the Head of Pre-Prep or to other members of Pre-Prep staff as required.

School Events & Activities

- Supporting with school events, including communications and coordinating other team members as required
- Overseeing enrolment to school clubs using the school's enrolment system (SOCS) and liaising with club leaders regarding enrolment details
- Overseeing required consent forms, e.g. for trips
- Any other administrative tasks related to school events, trips or activities as required

Safeguarding, Health & Safety & First Aid

- To take on an active role in relation to Child Safeguarding as a routine part of the role, following the School's Safeguarding Policy and Procedures
- To consult with the School's Designated Safeguarding Leads and to report any Safeguarding concerns promptly
- Checking the credentials of any visitors or visiting professionals and liaising with HR about the checks required
- Contributing towards active supervision of children throughout the school day and reporting any concerns
- Maintaining accurate and detailed logs related to Accident, Incident or Medical reporting
- To act as a First Aider, undertaking the necessary training, which will be provided by the School
- To administer routine medication when required, in consultation with the School's Medical Team

Other Duties

- To act as a responsible representative of Holmewood House School and to uphold the values of the School at all times
- To collaborate meaningfully with colleagues and support the overall aims of the School
- To demonstrate professional curiosity and to commit to furthering your personal Continuing Professional Development, with support from the School
- To take part in INSET days and other training opportunities
- To act as a valuable team member to the wider Administration Team, supporting colleagues and contributing to wider school administration as required
- Any other reasonable tasks or duties as required by the Head of Pre-Prep or SLT.

Person Specification

If you can offer the following, then we would love to hear from you:

Essential:

- A warm, friendly and nurturing approach with the ability to build trust and a strong rapport with young children and families
- Excellent administrative skills
- Good working knowledge of Microsoft 365 programmes (Outlook, Word, Excel, etc)
- A collaborative and flexible team player
- A genuine commitment to the School's values and the ability to demonstrate these values day-to-day

Desirable:

- Previous experience of working within an educational or Early Years environment
- Previous experience of School IT systems, including iSams and Evolve
- Willingness to contribute to wider aspects of School life or School projects

Remuneration

Starting Salary: £31,898 pa pro rata (this is a Term Time Only role)

Actual Salary: c £24,292 pa

Start date

April/May 2026

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Application

If you wish to be considered for this role, please complete an application form, which can be found [here](#) and email to: recruitment@holmewoodhouse.co.uk and submit your CV with your application.

The closing date for applications is **5pm, Thursday 26 March 2026**. However, interviews for short-listed candidates may take place prior to the closing date, early application is recommended.

If you would like more information on the role or require a hard copy application form please contact HR Manager on 01892 860000 or at hr@holmewoodhouse.co.uk. More information about the School can be found on our website at <https://www.holmewoodhouse.co.uk>.