Senior Management Administrator

Halliford School
SHEPPERTON

The Opportunity

We are seeking an exceptional Senior Management administrator to join our busy and successful independent school. This is a central role at the heart of school life providing comprehensive administrative support to Senior Management, in particular the Deputy Head (Academic) and Deputy Head (Pastoral). No two days are the same from coordinating key school events and supporting senior leaders to liaising with parents and helping ensure the smooth running of school events. You will be a trusted and valued member of the school staff body.

The successful candidate will be highly organised, proactive and personable, with the ability to manage a varied workload, maintain confidentiality and build positive relationships with staff, students and parents. This is an excellent opportunity for an experienced administrator who enjoys working in a dynamic educational environment and wishes to play a key role in the life of the school.

The successful candidate will demonstrate:

- Proven experience in a senior administrative role.
- Excellent organisational skills and the ability to manage multiple priorities effectively.
- Outstanding attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Strong IT skills, including proficiency in Microsoft Office 365 applications.
- The ability to draft professional correspondence and prepare high-quality documentation.
- A professional, calm and approachable manner.
- The ability to handle confidential and sensitive information with complete discretion.
- Strong interpersonal skills and the ability to build productive relationships with staff, parents, students and external organisations.
- The ability to work independently, use initiative and solve problems effectively.
- A genuine commitment to supporting young people and contributing positively to school life.

This is an office-based term time role working 8:30am – 5pm, Monday to Friday and 6 weeks across the school holidays commencing as soon as possible. Flexibility on hours maybe possible for the successful candidate and can be discussed at interview. There will be the need to work some evenings till 7pm to support academic and pastoral events.

Salary

In return you will receive a competitive salary along with an array of staff benefits, including a generous 16% non-contributory pension scheme, a health cash plan, freshly prepared school lunches and access to School facilities.

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Lines of Responsibility

The Senior Management Administrator is responsible to the Bursar.

Main Duties and Responsibilities

Senior Management Administration

- Provide high-quality administrative support.
- Manage diaries, appointments and schedules.
- Support with organising meetings, preparing agendas, taking minutes and distributing documentation.
- Draft, format and distribute correspondence, reports and school communications.
- Maintain accurate records.

Academic Administration

- Support the delivery of major academic school events, including Parent Evenings, Information Evenings, Awards Ceremonies such as A Level/ GCSE Presentation Evening, Academic Options events, Science Fair, and examination-related activities.
- Coordinate communications, registrations and event administration using Microsoft 365 applications, including Teams, Forms and Outlook.
- Assist with academic administration, including Curriculum Guides, student references and end of year reports.
- Provide support for Extended Project Qualification and support the delivery of the evening event.

Pastoral Administration

- Support the delivery of major pastoral school events, which include the careers guidance interview programme encompassing the Careers Fair, Work Experience and any additional student welfare initiatives.
- Support with pastoral and safeguarding administration alongside the Pastoral and Safeguarding Administrator.
- Work collaboratively with academic and support staff to ensure the smooth running of school operations.

Examination Administration

- Assist Examination Officer with administration in relation to public examinations in the Summer Term, End of Year examinations and mock examinations in the Autumn Term.
- Assist Examination Officer in preparing for GCSE & A Level results days in August.

Other Duties

- Undertake any other reasonable duties to support the Administrative Team as required.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Person Specification	Essential	Desirable	Primary means of assessment
Knowledge / Experience			
Formal education to A Level (or equivalent)	√		Application Form
Business Administration qualification or relevant professional qualification		√	Application Form
High level of proficiency in Microsoft Office 365, including Outlook, Word, Excel, Forms, PowerPoint and Teams	√		Interview
Experience of all packages including, iSAMS, CPOMS, SOCS		√	Application Form
An understanding of safeguarding	√		Application Form
Skills and Abilities			
Excellent written and verbal communication skills with the ability to draft professional correspondence.	√		Interview
High degree of accuracy and attention to detail	√		Interview
Excellent problem solving skills with exceptional organisational abilities	√		Interview
Work well as part of a small and dedicated team or independently under own initiative	√		Interview
Professional telephone manner and excellent writing skills and ability to answer challenging questions	√		Interview
Ability to deal with difficult situations and with sensitivity and discretion	√		Interview
A professional approach, which inspires confidence in students and parents	√		Interview
Be able to communicate effectively with colleagues	√		Interview
Emotional resilience and a good sense of humour	√		Interview

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: zoe.fazackerley@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **12 noon, Wednesday 9th December 2026**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. Initial interviews will be held on Monday 14th December and second round on Tuesday 15th and Wednesday 16th December. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the short-list.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.