



## **Office Administrator Job Description**

We are seeking to employ an energetic and motivated Office Administrator to be a key member of our office team. The Office Administrator will support the Head and the Senior Leadership Team in the organisation and running of the School, as well as offering administrative support to staff throughout the School. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to: The School Bursar

Type of Position: Full Time; 37.5 hours per week.  
Monday – Friday 0830-1700 during term time.  
Shorter hours during holidays by prior agreement.

Start Date: August or September 2019

Salary: University of Cambridge Spine point range 29 to 32, depending on experience.

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 35 boys who board, including our choristers. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

## **The Role**

The Office Administrator comes into contact with a wide range of adults and children and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards. They will need to be an enthusiastic, pro-active and highly organised individual who will play a pivotal role in the day-to-day life of the School.

The primary function of the Office Administrator is the provision of daily administrative support for the School. The responsibilities include:

- Opening the reception area – ensuring it is clean and tidy for daily presentation.
- Organising and monitoring visitor parking spaces; managing staff and parent car parking database.
- Completion of morning and afternoon registration of pupils.
- Dealing with enquiries, by phone, email or letter. Ensuring that these are dealt with in a timely and efficient manner.
- Data input and update of our pupil and parent database (iSAMS).
- Reception duties; signing visitors and parents in and out during the school day.
- Writing and sending emails to parents and staff.
- Responding to ad hoc requests from staff for assistance.
- Assisting our PTA with administration, emails etc. in any way required.
- Control of all incoming and outgoing mail.
- Acting as the immediate point of contact for parents.
- In conjunction with colleagues, co-ordinating and providing administrative assistance for school events, including Speech Day and Senior School Forum.
- Storage and archiving of former pupil files.

## **Person Specification**

- Proven track record of successful administration support.
- Friendly and confident interaction with colleagues, parents, pupils and visitors.
- Can-do attitude.
- Outstanding organisational skills with strong attention to detail and accuracy.
- Ability to manage multiple tasks and deadlines.
- Discretion, tact and confidentiality.
- Excellent literacy skills to prepare correspondence and maintain records to a high standard.
- Polite telephone manner in dealing with a range of callers.

- Flexibility to work occasionally early or late as necessary.
- Excellent MS Office skills and ideally, experience in the use of databases.
- Smart and professional in presentation.

### **Health and Safety**

- To safeguard pupils' and colleagues' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To communicate to the School Bursar anything regarding general welfare and safety of the pupils in and around the School.
- To be familiar with the School's fire safety procedures and participate in fire drills.

### **Child Protection**

- To be familiar with the School's Child Protection Policy and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

### **Benefits**

The successful candidate will receive a highly competitive salary according to skills and experience and based on the University of Cambridge pay scales. The following benefits also apply:

- 25 days holiday per year to be taken outside of term time. Shorter hours during the school holidays by prior arrangement with the Bursar and Head.
- Lunch provided when on duty during term time
- Generous holiday entitlement
- New pension scheme
- Staff health scheme
- Childcare Voucher Scheme
- Cycle to Work Scheme
- University discount card
- Use of bookable School sports' facilities

### **Terms and Conditions**

There will be a probationary period of one full term.

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

**Candidates should return the application form, together with a letter of application, by Friday 26<sup>th</sup>**

**July to Mrs Julia Purser, School Bursar:**

**King's College School, West Road, Cambridge, CB3 9DN**

**[office@kcs.cambs.sch.uk](mailto:office@kcs.cambs.sch.uk)**

**Interviews will be held at the school with the Bursar and Head by prior arrangement over the summer holidays.**