



Mrs Karen Wyborn BA (Hons) PGCE NPQH  
Headteacher

## Job Description

Post Title: Assistant Administrator

Post Responsible to: Prep School Headteacher

This is a term-time position (8am–5pm), plus two additional weeks during the school summer holidays. The post holder will be part of the Prep School administration team and will play an important role as Assistant to the Headteacher.

### Assistant to the Prep School Headteacher

- Manage the Headteacher's diary and coordinate appointments and meetings
- Provide an efficient, professional and confidential administrative service, including typing correspondence, reports and documents.
- Liaise with parents, external agencies, visitors and staff on behalf of the Headteacher.
- Handle sensitive or complex enquiries with discretion and professionalism.
- Manage the Headteacher's emails and maintain confidentiality at all times.
- Oversee hospitality arrangements for visitors to the Headteacher.
- Proofread letters to parents and pupil reports twice a year, ensuring clarity, accuracy and consistency.

### Admissions

- Deliver an exceptional front-facing Admissions experience, welcoming families for tours, visits and experience days.

### Administration:

- Take a leading role in maintaining excellent service and a strong first impression for all visitors to the Prep School office.
- Welcome Early Morning Care pupils to school at 8am.
- Maintain and circulate up-to-date class lists and essential documentation.

Curiosity

Commitment

Creativity

Community

BCS Prep, 40 St Osmund's Road, Lower Parkstone, Poole, Dorset BH14 9JY  
+44 (0)1202 714110 | [prep-admin@bcschool.co.uk](mailto:prep-admin@bcschool.co.uk)  
Mrs Karen Wyborn BA (Hons) PGCE NPQH, Headteacher

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BCS Senior, College Road, Southbourne, Bournemouth, Dorset BH5 2DY  
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- Oversee Prize Giving, including ordering prizes and organising the event.
- Administer the annual Prep School calendar.
- Manage the weekly newsletter, liaising with Phase Leaders, Head of Sport and SLT.
- Organise and manage the co-curricular programme and associated bookings.
- Provide administrative support for Brain Booster homework documents on a half-termly basis.
- Liaise with SLT daily to identify staff absences and organise appropriate lesson and break-time cover to ensure the smooth and effective running of the school day.
- Support school events outside of normal school hours, as required (e.g., Christmas Fayre, performances).

### General

- Adhere at all times to Safeguarding and Child Protection regulations.
- Follow the school Code of Conduct and maintain strict confidentiality.

### Person Specification

The post holder will possess strong interpersonal skills and be confident in liaising with parents, prospective parents, visitors and other stakeholders. They will have:

- Exceptional interpersonal skills — warm, confident and professional, providing the highest standard of service.
- The ability to work effectively as part of a team across both Prep and Senior schools.
- The ability to work under pressure while maintaining a calm demeanour.
- A proactive approach, continually seeking ways to maintain excellence in all areas of admissions.
- Strong administrative skills with excellent attention to detail.
- A commitment to upholding confidentiality.
- High levels of organisation and the ability to multitask.
- Excellent digital skills, including confidence in using the school's management information system.

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- The ability to meet tight deadlines.
- A commitment to their own continuing professional development.

The job description outlines duties and responsibilities but does not define the proportion of time spent on each task. It is not an exhaustive list and may include other duties required to ensure the smooth running of the school, as directed by the Headteacher.

The post holder may be required to carry out additional tasks from time to time, deemed reasonable for the role.

The job description may be reviewed and amended following consultation with the post holder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Post Holders name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Prep School Headteacher

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