



Warwick Preparatory School

Information for Applicants

Job Title Administrative Assistant (HR, Finance & Health & Safety)

To start November 2026

A message from the Head



A warm welcome to Warwick Preparatory School; I am delighted that you are considering applying to work here.

Warwick Preparatory School is a large day preparatory school situated a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. We share our campus with Warwick School and King's High School.

We are a forward-thinking and vibrant school, built on traditional values and the pursuit of excellence in all we do. My team of staff are highly skilled and exceptionally dedicated, enabling our children to fulfil their potential and be the best they can be.

I hope this information gives you a sense of our very special school, I very much look forward to receiving your application.

Hellen Dodsworth
Headmistress



The School

Warwick Schools Foundation comprises: Warwick Preparatory School, Warwick Junior School, King's High School, Warwick School and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards on the Warwick campus, and, from September 2025, co-education 3 – 18 on our Leamington campus. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having full-time Teaching Assistant support. All the boys leave at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6), there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6, the vast majority of girls make the natural step to our sister school, King's High.

Warwick Prep has world-class facilities for the very best opportunities and experiences in the 21st century, with everything from a spacious Nursery to Art and DT Studios, Forest School, science laboratories and a separate music school. Our facilities include a sports hall, a gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools on our site give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

Numbers at the school are extremely healthy, with waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning, and become confident, creative, and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

www.warwickprep.com

Warwick
Schools
Foundation



The Role

We are seeking to appoint an outstanding and innovative Administrative Assistant to work within a job share role. The role is part-time, working 15 hours per week on a Monday, Tuesday & Wednesday, term-time only (inc. INSET Days), plus 48 hours during the school holidays (working 9.00am-1.00pm).

The school office is open from 7.45am to 4.30pm Monday to Friday. It is a busy hub at the heart of the school and is absolutely vital to the efficient day to day functioning of the school. It undertakes a multitude of different functions, all of which must be executed in a timely, efficient, and excellent manner. The school prides itself on our warm and caring ethos. The successful candidate for this post will be an enthusiastic, dedicated, and hardworking individual, with an excellent eye for detail, extensive communication, and good interpersonal skills.

The office is staffed by the Personal Assistant to the Head, the Pastoral Administrative Assistant, Administrative Assistant (HR, finance & Health & Safety – job share) and the Receptionist (Pupil Activities), there are five colleagues in total. We wish to appoint an Administrative Assistant on a permanent basis for 15 hours per week to join our team.

The appointment will be subject to a satisfactory medical checks and confirmation of academic qualifications. The post will be confirmed on receipt of all references and satisfactory DBS clearance.



Job Description

Key Duties and Responsibilities

- Liaising with Shared Services Finance team, to provide basic financial administrative support for the School
- Operating the petty cash system and ensuring its compliance with financial controls
- Ensuring that the credit card reconciliation is completed accurately and in a timely manner
- Co-ordinate CPD booking and maintain records
- Update training records
- Provide HR with details of staff absences information and provide Payroll with overtime claims
- Provision of Health and Safety administration within the school, including minuting the termly school Health & Safety meeting outside normal working hours
- Create and maintain accurate staff records in ISAMS (Management Information System)
- Maintain and distribute up to date first aid lists
- Support data management activities for the Deputy Head
- Place annual stationery order in June and ongoing orders during the year using various suppliers
- Distribute of internal mail/deliveries, liaising with staff as required, to ensure prompt collection of bulky items
- Enter and submit billing information in liaison with the Receptionist (Pupil Activities)
- General typing, photocopying and laminating
- Ensuring the ongoing provision of general office support from the administration team, including Reception duties as required
- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the Personal Assistant



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is Point 16 – Point 19 equivalent to £8,941 to £9,331 per annum of actual salary (FTE £25,368 to £26,475 per annum).

Working hours

The working hours are 10.00am – 3.00pm Monday – Wednesday & 48 hours working 9.00-1.00pm during the school holidays.

The salary scale for this role is **Benefits for Staff**

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must submit online application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact HR at

HR@warwickschools.co.uk



Appointment Timetable

**Deadline for submission of applications : Thursday
8th October 2026, 12pm**

**Interview date: Week commencing Monday 12th
October 2026**



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field.	Degree level or equivalent experience.	- Contents of the Application Form - Copies of qualifications
Experience	Detailed knowledge of ICT applications including advanced expertise in Microsoft Excel.	Experience working with ICT database systems	- Contents of the Application Form - Interview - Professional references
Skills	- Ability to work independently, using own initiative. - Ability to work under pressure using time management and organizational skills to ensure adherence to tight deadlines. - Ability to interpret varying situations and solve problems on a day-to-day basis. - Excellent communication skills and interpersonal skills. - Ability to make professional recommendations.	- Ability to produce detailed reports and present complex information in an accessible way for stakeholders. - Ability to work collaboratively and lead on training as required. - Ability to adapt to new systems and deliver training.	- Contents of the Application Form - Interview - Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards. • Commitment to own professional development. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • Support for school aims and policies. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Ability to listen and work in a team. • Strong customer service focus.	• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels. • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team.	• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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Warwick Preparatory School

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