

Edge Grove



School Administrator

Dear Applicant,

Thank you for your interest in the role of School Administrator here at Edge Grove. This is a full time position ideally starting September 2026.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education

Ideally, the successful candidate will have previous experience of working in independent schools, but this role is equally open to applicants who have never worked in schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, organisational and communication skills, be able to multitask effectively in a busy and demanding working environment, have a high level of emotional intelligence and empathy and be able to work effectively in a team and with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 48 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at www.edgegrove.com. If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes



Richard Stanley
Headmaster

JOB DESCRIPTION

SCHOOL ADMINISTRATOR

HOURS	8am- 5pm Monday to Friday term time (approx. 34 weeks) 9am - 2pm Monday to Friday non term time (less 6 weeks holiday)
Reporting to:	Office Manager, all support staff overseen by the Bursar
Responsible for:	None
Consulting with:	Admissions, Marketing and Bursary Teams, SLT

Purpose of Role:

Reporting to the Office Manager who has oversight of all aspects of the School office, the post holder will be one of the first points of contact for all pupils, parents, visitors and staff and may be required to take full responsibility for the office during their hours of work. Specific duties are allocated by the Office Manager and Bursar and may vary as to the time of day but will include the following roles:

Main Responsibilities of Role:

Administration and Communication

- Use email messaging service via the pupil management information system and MySchool App for sending parental communication as and when required;
- Provide proof reading support for communications and School documents;
- Manage & process orders Mailbox for the Whole School.
- Receive School deliveries; sign for packages as appropriate and obtain necessary Paperwork;
- Notify relevant departments of goods received (including appropriate delivery documentation);
- Knowledge of publishing team/trip sheets.
- Organising and overseeing the booking of taxis and minibuses for children and communicating this with the relevant departments.
- Communicate with parents individually and through bulk letters/emails;

General Admin Responsibilities (including School Holidays)

- Undertake general administration tasks as delegated by the Office Manager;
- Cover the front desk as and when required acting as first point-of-contact for general from parents, staff and visitors (by phone, email or in person) and taking appropriate follow-up action;
- Cover the Junior Department office during the afternoon acting as first point-of-contact for general from parents, staff and visitors (by phone, email or in person) and taking appropriate follow-up action;
- Welcome visitors in accordance with the School's safeguarding procedures;
- Explain requirements in the event of fire and arrangements for Child Protection and Health and Safety;

Pupil Registration and School Management Information System (MIS): knowledge of;

- Coordinate all aspects of the Pupil Registration process, including prompt follow-up of absences when cover is required;
- Maintain pupil absentee records when required;
- Daily cross reference absences with late sign in/out list when required;
- Communicate with parents to establish whether a child has an authorised absence when required;
- Knowledge of updating the MIS with details of requests for authorised pupil absence;
- Maintain accurate data on the School's MIS, updating information as required.

Admin Support for members of the Senior Leadership Team

- Perform general secretarial and administrative support;
- Provide confidential safeguarding admin support to the Safeguarding team;
- Running weekly attendance reports and an end of term report that is circulated to the Senior Deputy Head Pastoral and the pastoral leads.
- Take minutes of meetings when asked;
- Support the planning of Parent events organised by the Deputies;
- Assist with organising parents evening;
- Assist with routine weekly and termly administration of after school activities programme, monitoring the activities inbox and liaising with parents; Setting up the groups on SchoolBase; Opening and closing bookings; initiating the populating of the weeks and groups on the SchoolBase system; Checking that registers are taken for the chargeable clubs and providing fees information to the Finance Dept (mainly holiday work);
- Assist the in the compilation of the School's termly calendar and publishing the finalised calendar to parents and staff; including any subsequent updates or amendments via the School App;

Professional Responsibilities

- Carry out such duties as may reasonably be required by the Office Manager or Bursar;
- To cover routine events or emergencies with equilibrium, confidence and style;
- Support and promote the School's Mission and Values and Ethos;
- Work towards and support the School's Vision and the current school objectives outlined in the School Strategic Plan;
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy;
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils, and visitors;
- Promote equality of opportunity for all students and staff;
- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues;
- Engage actively in the performance review process and training.
- Undertake other reasonable duties related to the job purpose required from time to time.
- Set high expectations in terms of professionalism, punctuality and commitment;
- Dress in a professional way that is commensurate with the School working environment.

Other Duties

- This list of duties is not exhaustive, and the school reserves the right to amend this job description as the role develops and the needs of the Admin team or business change.

PERSON SPECIFICATION

It is **essential** for the successful candidate to have the following qualifications, experience, and personal attributes:

- Previous Secretarial or administrative experience essential;
- Ability to build an instant rapport with young children;
- High level of literacy skills (proof reading and letter drafting);
- Excellent IT skills with advanced Microsoft Office, Excel databases and Google Docs/Drive;
- A highly organised individual with the ability to plan and organise work effectively;
- A confident self-starter with a willingness to be accountable for actions;
- Prioritise and plan assignments considering all the relevant issues and factors such as deadlines;
- An excellent communicator who can stay calm under pressure and ensure the smooth running of diaries and completion of tasks/issues;
- Ability to demonstrate tact and diplomacy;
- A high degree of confidentiality and integrity;
- A professional and credible manner;

It is **desirable** for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of working in an educational setting;
- Evidence of further professional development;
- An higher level of education than GCSE;
- Safeguarding training relevant to a school environment;

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head and Bursar to meet the changing needs of the school.

CHILD PROTECTION

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy

HEALTH & SAFETY

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's Health and Safety policies which are regularly updated and posted.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

Other benefits include:

- ❖ Access to a group personal pension scheme;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ Cycle to Work Scheme;
- ❖ Use of the schools facilities at designated times;
- ❖ Access to an extensive online training software to develop professional skills;
- ❖ Annual flu vaccination for staff;
- ❖ Optician testing vouchers.

TERMS & CONDITIONS OF EMPLOYMENT

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com or MyNewTerm. Please email the completed form and an accompanying letter of application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Headmaster via hr@edgegrove.com or 01923 855724.