

Whitgift School Administrator Full-Time, Term Time + 2 weeks Start date asap

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

Reporting to the Senior Administrator, the Administrator will provide high-quality administrative support within an assigned administrative pod, contributing to the efficient operation of the School Office and wider school functions.

This vacancy is **responsible for Academic Department support, specifically the Languages Faculty, and managing Support Staff Absences**. The role requires a highly organised and detail-oriented individual with excellent communication skills and the ability to manage sensitive information with discretion and professionalism.

The postholder will regularly interact with students, parents, staff and visitors, requiring a professional, approachable and service-focused manner. Accuracy and attention to detail are essential, particularly when maintaining departmental and staff records, managing absence administration and ensuring compliance with school policies and procedures.

The successful candidate will be proactive, adaptable and capable of managing multiple priorities within a busy school environment. They will demonstrate a commitment to continuous improvement, effective teamwork and safeguarding the welfare of children and young people.

The role description is deliberately broad and flexible, so that an Administrator can support different areas of the school in line with operational needs, such as (but not limited to): Attendance, the Sixth Form Team, the School Office, Academic and Pastoral Leadership, and Departmental support as allocated. Roles completed within these placements will be varied and Administrators will be supported in developing their skills and knowledge in order to be able to complete a number of roles.

MAIN DUTIES AND RESPONSIBILITIES:

Languages Faculty and Support Staff Absence Administration

- Provide dedicated administrative support to the Languages Faculty, ensuring the efficient coordination of departmental activities and processes
- Support Heads of Department and teaching staff with the organisation of meetings, events, assessments and departmental communications
- Maintain accurate departmental records, resources, databases and filing systems
- Assist with the preparation, formatting and distribution of departmental documentation and correspondence
- Coordinate room bookings, resources and logistical arrangements for departmental activities where required

- Support the administration of examinations, assessments and curriculum-related activities as required by the Languages Faculty
- Manage the administration of support staff absences, maintaining accurate records and ensuring absence information is recorded promptly and accurately
- Liaise with managers and staff regarding absence notifications
- Produce absence-related reports and data to support operational decision-making and workforce planning
- Ensure all records relating to staff absences are maintained confidentially and in accordance with data protection requirements
- Handle sensitive staff information with professionalism, discretion and confidentiality at all times.

Assignments to School Office function

- Assisting the Senior Administrators in running an effective and efficient School Office through the provision of secretarial and administrative support
- General day-to-day office duties:
 - Helping to greet and manage enquiries from staff, students and visitors, assisting and directing appropriately
 - Assisting with the updating of iSAMS and student files
 - Assisting with parent emails, post, ticketing for events, questionnaires, data entry, and administration for parents' evenings
 - Supporting with special projects within the scope of the overall office duties and any ad hoc duties that occur from time to time
 - Helping to find lost students at the end of the day.

Assignment to a specific department

- General day-to-day administration for the relevant area, as directed by the line manager or area lead(s):
 - Providing a wide range of administrative support across the function
 - Liaising with colleagues across the school, receiving and coordinating requests from external stakeholders, students and parents
 - Managing diaries, organising and scheduling meetings, rotas, activities, seminars, detentions and events
 - Answering general incoming telephone calls, managing shared inboxes and hosting visitors
 - Organising and maintaining department-specific systems, processes, software packages, resources and files
 - Preparation for, and minuting of, meetings and interviews
 - Maintaining accurate and up-to-date records and files
 - Collaborating with other administrators across the school
- Allocating any other duties as allocated by assigned line manager.

Other responsibilities

- Providing cover for administrative staff across the school as and if the need arises
- Assisting with Open Events, Entrance Exams and other School events when required
- Updating documents outlining processes and procedures within the administrative function in support of continuous improvement within the department
- Ensuring relevant legislative procedures are followed, including those relating to safeguarding and Health & Safety
- Undertaking any other duties that are reasonably requested from time to time.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of support staff absence records and associated administration.
- Accuracy of data entered and maintained within school systems.
- Efficient administration and support provided to the Languages Faculty.
- Positive stakeholder feedback regarding professionalism, responsiveness and service delivery.
- Effective management of administrative deadlines and competing priorities.
- Compliance with safeguarding, data protection and school procedures.
- Reliable attendance, punctuality and flexibility in supporting school operations.
- Contribution to continuous improvement within administrative processes.
- Accuracy and confidentiality in handling sensitive staff and departmental information.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high-quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to A Level or equivalent with GCSE English and Mathematics
- Proven administrative/secretarial skills and experience of working in a busy office
- Excellent organisational, time management, interpersonal, literacy, administrative and ICT skills (proficiency in Microsoft Office suite [in particular Word, Excel, Outlook, Forms and PowerPoint] and first-class keyboard skills)
- Excellent customer care skills, a positive, cheerful and co-operative disposition, and able to employ a diplomatic approach when dealing with difficult/sensitive situations
- A demonstrable keenness for professional development and ability to pick up new skills quickly
- Hard-working, reliable and enthusiastic: a positive, co-operative team player
- Proactive, flexible and self-motivated: maintains a “can-do” attitude
- Attention to detail and a desire to achieve the highest standards
- Able to work efficiently as part of a team and also independently
- Ability to work efficiently and calmly under pressure, prioritising workload effectively, managing multiple deadlines, and adapting when circumstances change
- Ability to exercise discretion: understanding of the need to maintain confidentiality
- High levels of accuracy and attention to detail when managing records and data
- Excellent written and verbal communication skills
- Strong interpersonal skills with the ability to build positive working relationships
- Ability to identify issues and take a proactive approach to resolving them
- Commitment to safeguarding and promoting the welfare of children and young people.

Desirable

- Experience of working with school management information systems such as iSAMS or similar databases
- Experience of providing administrative support within an educational setting
- Experience of working within an independent school environment
- Experience in a client-facing or customer service role
- Experience supporting academic departments, curriculum administration or examination processes.
- Working knowledge of Microsoft Forms, Excel reporting and data management tools
- An interest in languages, education or supporting academic departments would be advantageous.

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Discounted school fees for the Foundation Schools (permanent posts only)
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA

- Onsite parking, when available
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This vacancy is for a full-time, term time plus two weeks, Whitgift School Administrator. The School Office provides coverage across 7.30am-5.30pm, and the working day pattern is for a total of 8 hours per day (with a one-hour unpaid lunch break). The hours for this role are 8.00am-5.00pm.

There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be agreed with your line manager and mutually agreed in advance.

The salary range for this post will be between Point 22-25 on the John Whitgift Foundation Support Staff Scale. The full-time salary will be between **£37,276** gross pay per annum (at Point 22) - **£40,397** gross pay per annum at (Point 25) dependent on qualifications and experience. **The Pro-rata salary range for this post will be £31,254 gross pay per annum to £33,871 to reflect Term time plus 2 weeks.**

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are “spent” unless they are “protected” under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

October 2026