



Administrator (Laxton and Sadler)

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The purpose of the role is to run the day-to-day operation of the Laxton and Sadler House office, supporting the Housemasters and Matrons as require, to provide high quality, professional administrative support and pastoral care for the pupils; ensure the pupils achieve and maintain high standards of health care and self-discipline. The postholder will also act as the primary point of contact within the House, dealing with pupils, parents, staff and visitors.

About the department

Working within the Academic Support team, the role holder will report to the Housemaster (Hsm) of Laxton.

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Administration

- To demonstrate initiative and act with independence in the administration of Laxton and Sadler House, prioritising tasks efficiently on a daily basis while also being able to accommodate urgent requests.
- To ensure the efficient operation and all administrative procedures for the Houses, in supporting with the administration and organisation of Open Days and School visits.
- The post holder will be required to arrange parental/pupil meetings with the Hsms and taking/passing on messages as appropriate.
- To be the first contact for Laxton/Sadler House enquiries, dealing with enquiries in a professional and courteous manner.
- To check absentees against registers each morning at 8:30am, contacting parents where necessary, taking calls and voicemails to identify any absentees for that day.

- To take responsibility for maintaining the electronic noticeboard, with direction from the Hsms of daily content.
- To ensure accurate and confidential record / document keeping within the Houses.
- To maintain databases and input information into School databases and software.
- Deal sensitively with information recognising confidentiality particularly in regard to the Children's Act and Data Protection Act.
- To work collaboratively with Scott House Administrators, Laxton and Sadler Matrons to ensure a consistent provision to pupils and parents.
- To direct staff by email with regards to internal deadlines and Laxton and Sadler House events.

Pastoral Care

- To take responsibility for the physical care and wellbeing of pupils.
- Keep the Hsms and Matrons informed of any issues or concerns, to ensure the smooth running of the House.
- To liaise with parents/guardians/staff/governors where necessary as directed by the Hsms, maintain a high level of professionalism.
- Be a good listener and provide a friendly, open environment for pupils to seek assistance.
- To be available during morning break to support with any necessary administration and pupil needs.
- To provide a visible adult presence within the House when pupils are present to ensure pupil well-being when pupils depart and return to the House.
- To support with the organisation of Parents' Receptions and be in attendance at other similar events, such as School Open Days, Field Weekend and Speech Day.
- In the absence of Matrons, act as first responder in the event of illness, injury or medical emergency in the House, liaising with the School medical staff, parents or guardians and external organisations i.e. hospitals and emergency services.

Other Duties & Responsibilities

- To liaise with the Estates Department of repair, maintenance and replacement requests in respect of the fabric of the building.
- In conjunction with other members of the House and Health & Safety, record incidents, accidents or near misses to and send to the appropriate department.
- Attend mandatory training days/CPD courses as and when required.
- Maintain and improve professional knowledge and competence.
- Carry out any other duties commensurate with the post
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the school's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please contact the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
GCSE in English (grades A – C) or equivalent qualifications or experience	•	
A moderate level in Maths (GCSE grades C – E) or equivalent qualifications or experience	•	
A valid First Aid qualification (current requirement being a First Aid at Work qualification, 3 day) or the willingness to obtain this ideally before the first day in the role or within a School determined time frame	•	
A current full valid UK car driving licence	•	
NVQ Level 2 Business Administration or similar Professional Practice in Boarding Schools Certificate		•
Competencies, Skills & Experience	Essential	Desirable
Caring for groups of children and young adults	•	

Experience of using MS Office specifically email, mail merge and excel activities	•	
Proven experience in undertaking administrative duties	•	
Experienced in communicating with people of all levels	•	
Awareness of the Children's Act		•
Awareness of the Equality Act and General Data Protection Regulations (GDPR)		•
Experience of a boarding school environment		•
Personal qualities	Essential	Desirable
Ability to work flexibility to support the requirements of the House and the pupils	•	
Friendly, approachable attitude	•	
Calm under pressure	•	
Team Player	•	
Ability to plan and organise	•	
Excellent communication skills at all levels	•	
Attention to detail	•	
Open to learning new skills		•

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system. All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 3 November 2026, subject to notice period and pre-employment checks (typically 4-6 weeks).
- **Contract:** Permanent
- **Working weeks:** This role is to work 35 weeks per annum (paid for 39.91 weeks, to include entitlement to holiday pay).
- **Hours of work:** 25 hours per week working:
Wednesday 12:00 – 17:00.
Thursday and Friday 8:30 – 17:00, with 1 hour lunch break.
Saturday 8:30 – 14:00
All meal breaks are non-working hours and unpaid.
- **Salary:** £12,701 actual (£26,481 FTE). You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Thursday 3 September 2026, 9am
Interviews will take place week commencing 7 September 2026

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / **Tel:** 01832 277193