



ROEDEAN

Join the Roedean Team

School Office Administrator  
(Maternity Cover)

Girls First: Empowered, Encouraged, Engaged

<p><b>ON SITE FARM</b></p>	<p><b>FOUNDED 1885</b></p>	<p><b>50% BOARDING</b></p>
<p><b>4 OFFERS FOR OXBRIDGE</b></p>		<p><b>BEST EVER GCSE &amp; A LEVEL GRADES IN THE LAST 2 YEARS</b></p>
<p><b>ACADEMIC MENTORING PROJECTS</b></p>	<p><b>45 ACRES</b></p>	
<p><b>FLOOD-LIT ALL-WEATHER PITCH ON SITE</b></p>	<p><b>125 CO-CURRICULAR ACTIVITIES</b></p>	<p><b>355 -SEAT THEATRE</b></p>
	<p><b>£11m BOARDING REFURBISHMENT</b></p>	
<p><b>GIRLS FROM OVER 35 COUNTRIES</b></p>	<p><b>ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL</b></p>	<p><b>525 STUDENTS ON ROLL</b></p>
<p><b>ISI (NOVEMBER 2021) EXCELLENT IN ALL AREAS</b></p>		

# Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 140th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-

entry Art degrees, and a team of 6 students successfully swam across the Channel to France in June 2022, after which a student in Year 12 made the crossing solo in July 2025.

The School numbers around 525 students, and about half of that number are day girls, joined by boarders from over 35 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

**Niamh Green**  
**Head**

# The Role

Reporting to the PA to the Senior Team, the School Office Administrator will assist with the smooth running of the School Office. The role has direct involvement with staff, pupils and parents. The School Office Administrator will provide administrative support to academic staff as required.

## Main Duties

### Academic Year Planning & Readiness

- Coordinate academic year set-up and timelines to ensure readiness for the Autumn Term in liaison with the PA to Senior Team
- Liaise with the PA to Senior Team to ensure responsibilities are allocated and confirmed
- Ensure key annual processes are planned, documented and communicated

### Communications & Bulletins

- Draft, coordinate and distribute weekly Parent, Student and Staff Bulletins
- Collate content from calendar systems, Evolve, Operations and catering
- Manage sign-off process with Senior Team
- Schedule and distribute communications via iSAMS, Outlook and the Parent Portal, including the weekly Head's Review
- Maintain records of all communications sent
- Oversee and ensure all enquiries are handled in a professional and timely manner

### Calendar, Diary & Events/Trips Coordination

- Manage diary request process and prepare documentation for weekly diary meetings
- Maintain the school calendar in iSAMS and Excel, ensuring accuracy and visibility
- Assist PA to Senior Team to coordinate logistics for whole-school events including Open Days, Speech Day and Roedean Day
- Manage events rotas for administrative support
- Liaise with academic and operational teams and event organisers as required
- Oversee the support offered for School trips

### Statutory Returns & External Reporting

- Complete and submit ISC Census and DfE School Census in liaison with PA to Senior Team
- Coordinate data collection, validation and submission for ST approval
- Maintain required records and documentation for inspection and compliance
- Manage and update DfE systems including GIAS and COLLECT

### Data, Systems & Records (iSAMS)

- Maintain accuracy of all pupil data in iSAMS
- Oversee student records for new starters, existing pupils and leavers
- Coordinate admissions data transfer and parent portal access
- Ensure emergency contacts, guardian permissions and mail options are correctly set
- Manage ANPR updates in liaison with Security

### Parents' Evenings & Major School Processes

- Coordinate parents' evenings end-to-end, including:
- Calendar scheduling
- Portal set-up and management
- Communications to staff and parents

- Room allocations, signage and logistics
- On-the-day operational oversight
- Liaise with Director of Academic Operations to ensure accuracy of data for Parents evening booking software
- Maintain documentation, templates and annual schedules

### **Budgets, Suppliers & Contracts**

- Act as budget holder for School Office postage, printing and stationery
- Coordinate ordering and cost control within agreed budgets
- Manage supplier relationships (e.g. photographers, engravers, florists) and oversee all orders, organisation of photographs, engravings, deliveries etc.

### **Policies, Handbooks & Portals**

- Coordinate updates to School Office-related sections of handbooks
- Support as required with the preparation of New Girls Joining Instructions, ensuring all information is updated prior to upload to the School's website
- Support as required to ensure Staff, Tutor, Boarding and Parent Handbooks are updated prior to the start of the new academic year
- Manage document structure and uploads to the Parent and Student Portals
- Ensure version control and consistent use of PDF formats

### **Operational Oversight**

- Report on daily workflow across the School Office to PA to Senior Team
- Act as first point of escalation for administrative issues
- Ensure service continuity during peak periods as required – including handling enquiries, assisting with registration of students, providing reception cover

### **Other Duties**

- Providing admin support to Senior Team as required.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

# Person Specification

## **Knowledge and experience**

- At least 3 years secretarial experience at management level – essential
- An ability to work under pressure to meet deadlines – essential
- An ability to manage time effectively and prioritise workload – essential
- Excellent interpersonal skills and command of written and spoken English – essential
- An ability to work independently as well as part of a team – essential
- Integrity, discretion and confidentiality – essential
- Experience in the education sector – desirable
- Experience with iSAMS and Evolve (school trip administration) databases – desirable

## **Skills and abilities**

- Excellent IT skills, including a good working knowledge of Microsoft Office and databases
- Typing speed of 60+ words per minute – essential

*The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.*

# The Package

**Salary:** Roedean NTS Point 24 - £31,211. Actual salary £31,632 per annum.

**Hours:** 37.5 hours per week (between 8am – 5.30pm – to be agreed at interview), full year.

**Holidays:** 22 days per annum (pro rata for part time) rising to 27 days (pro rata for part time) after 5 years' service. It is expected that all leave will be taken during school holiday periods.

**Term:** This is a temporary position to cover maternity leave

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

# Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. 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 or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, checks with past employers and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

# How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website ([www.roedean.co.uk/Vacancies](http://www.roedean.co.uk/Vacancies)). Please note we do not accept CVs.

If you have any questions about the role, please contact Louisa Butler, Recruitment Manager - [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk)

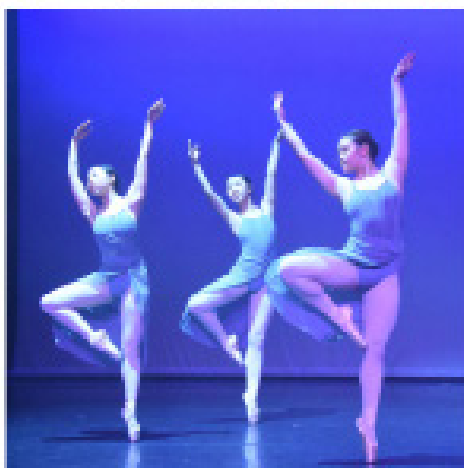
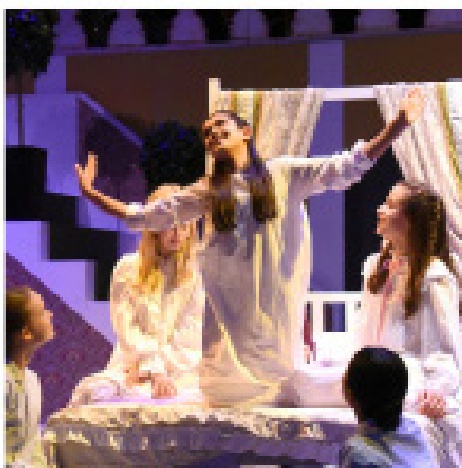
Closing date for applications is 9am, 23 June 2026. Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

# Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and

learn from their experiences, and Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



# The School Today

Roedean numbers around 525 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 125 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform

beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.



## ROEDEAN'S ETHOS

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At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a

variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

## ROEDEAN'S CAMPUS AND FACILITIES

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Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have

an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





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