

St George's School
Harpenden

Application Pack for Candidate

Leadership Group Administrator

Two days per week, term time plus three weeks



Outstanding in all areas - *Ofsted (March 2025)*

Outstanding in boarding provision - *Ofsted (September 2023)*



About the Role



We are seeking a highly professional and dedicated **Leadership Group Administrator** to provide comprehensive support to our two Deputy Heads, and other members of the Senior Leadership Team (SLT).

You will provide a wide variety of support, ranging from managing the school's detention process, supporting the running of whole school events, ensuring internal and external communications are of high quality, etc.

This is a part-time position of two days per week, term time plus three weeks only. This is a job share role and requires liaison with another member of staff to ensure work is completed and handed over where necessary.

If you are an organised, proactive professional with a keen eye for detail and a commitment to excellence, we would love to hear from you!



About the Role



We are looking for someone who:

- Has relevant administrative work experience
- Has strong numeracy and literacy skills
- Possesses strong communication and interpersonal skills, with the ability to confidently liaise with a broad group of stakeholders, including your peer with whom the role is shared
- Has good knowledge of Microsoft Office software
- Is able to use own initiative and to proactively problem-solve
- Is self-motivated with a methodical approach to providing an exceptional service to SLT
- Demonstrates strong organisational skills with the ability to manage conflicting deadlines
- Is detail-minded
- Has empathy for young people
- Understands the confidential nature of the role

Having experience of working in a school environment is an advantage but not essential. The ideal candidate will have an understanding of our school's values and ethos, has experience of supporting at a senior level, and has accredited learning relevant to the post.



About the Role



Contract: Permanent, part-time

Grade: H5 (*Full time equivalent Basic salary £27,254 to £29,540 per annum, plus annual outer fringe allowance of £729*)

Hours:

- 15 hours per week over two days, ideally on Mondays and Wednesdays to suit current staffing needs.
- Core working hours are 8:30 am - 4:30 pm, with 30-minute unpaid lunch break where a free meal is provided in school.
- Term time plus 3 weeks
- This role requires additional hours which are outside core working hours, to assist with after-school events (such as Open Evening, Prizegiving) and to attend Inset day training, etc. These requirements will be discussed and agreed with your line manager in advance.

Actual Salary: £10,203 - £11,037 per annum, inclusive of outer fringe

Start Date: As soon as possible, subject to satisfactory pre-employment checks



About St George's School



Founded in 1907 by the inspirational Cecil Grant, pioneer of co-educational boarding, St George's has a remarkable history as one of the first non-denominational Christian schools in the country. Remaining true to his vision to this day, St George's is committed to academic excellence, personal growth, and values that define our community; aiming higher, respecting others, showing integrity and compassion. We believe that every student has the potential to achieve greatness, and we are dedicated to providing an environment that challenges and supports them in equal measure.

In March 2025, we were judged **Outstanding** by Ofsted in all areas: the quality of education; behaviour and attitudes; personal development; leadership and management; and sixth-form provision. We have also obtained an Outstanding judgement our Boarding provision in September 2023 by Ofsted's routine social care inspection. This makes St George's an exceptional choice for families seeking an affordable and high-quality education for their child.

