



Queen's College Preparatory School

Established 2002

School Administrator

Reporting to: QCPS Office Manager

The Role

Queen's College Preparatory School is seeking a professional, friendly and highly organised School Administrator to provide vital support across attendance, first aid, and general administration. Reporting to the Office Manager, the successful candidate will play a key role in the smooth running of the school and in ensuring the wellbeing of the pupils.

Key Responsibilities

Attendance

- Ensuring daily registration (morning and afternoon) is completed accurately. Follow up on absences with teachers and then parents, following designated processes for record keeping. Inform the DSL/DDSLs if there are any concerns. Assist the Office Manager by providing half termly attendance data for the Deputy Head (Pastoral).

First Aid and Medical

- Act as lead First Aider at the Prep, provide medical assistance to all pupils and notifying the correct staff member and/or parents as appropriate.
- Work closely with the Administration team and Deputy Head, Pastoral and College Nurse on pupil welfare and wellbeing.
- Liaise with the wider Administrative and Admissions Teams to maintain an up-to-date record of the medical details of all pupils. Ensure that medical forms are fully completed by the parent/s of any new pupils to the school, and if necessary, follow-up for further details
- Consult with parents to create Individual Healthcare Plans (IHPs). Distribute these to staff and ensure they are kept up to date and contact parents annually to check for any updates.
- Work alongside Teaching and Catering colleagues to manage allergy requirements for children by ensure dietary requirements are shared with Teaching and Catering

teams and lanyards are kept up to date.

- Supervise individual pupils over allergy/ medical needs during break and lunchtimes if required and under the supervision of the School Nurse.
- Maintain a record of all pupils who receive medical treatment including medication and First Aid.
- Check First Aid equipment is in good order, maintain supplies, keep storage clean and tidy and place orders when necessary.
- In the event of more serious accidents, inform senior staff and parents, and request an ambulance if required. Accompany pupils to hospital if necessary and ensure that a full written account of the incident is recorded, and a copy of all necessary documentation is passed to the College Nurse and Bursar.
- Make clear to staff the medical requirements when leaving site for trips, garden time etc to include taking emergency medication and First Aid Kits and ensuring these requirements are adhered to.
- Create risk assessments for pupils who arrive to school with injuries that impact their ability to move around the school or require measures for them to be at school safely. Inform staff and parents of the appropriate measures that have been implemented.
- Create PEEPS for pupils who will need additional assistance during any emergency evacuations.
- Co-ordinate vaccination programmes and general health checks as determined by the School Nurse or Community NHS Healthcare teams. Prepare lists of the pupils to receive attention including all relevant details and parental consent.

Administrative Duties/School Office

- Dealing with telephone enquiries, emails to the School inboxes, sending SchoolPost messages and dealing with pupil, staff, parent and visitor queries.
- Welcome all visitors to the School with a warm and friendly manner.
- Populating the school calendar and My School Portal under the direction of the Office Manager
- Manage orders in line with procurement procedures, including summer orders and exercise book orders.
- Working with the Business & Operations team, based at the College in terms of HR, Finance, IT and site requests.
- Assisting with booking trips, travel, clubs and wraparound care queries.
- Supporting open days, admissions events including school tours occasionally, and other events.
- Assist with general administrative duties, as directed by the Senior Leadership Team.

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

The successful candidate is highly likely to have the following skills and experience:

- A background in administration/ School Office ideally in a school environment or working with young people. Alternatively medical/ nursing background could also be advantageous.
- Excellent administration skills with strong accuracy and attention to detail.
- An understanding or awareness of First Aid, health needs and allergy management, and being happy to attend training in all of these areas. Confident to challenge an issue if a process has not been followed e.g. in allergy management with regards to pupil food.
- Strong communication skills (both verbal and written) and the ability to talk to parents and families over confidential matters relating to a child's medical needs.
- An understanding and appreciation of process, following procedures and helping to embed procedural changes.
- Aware and sensitive to confidentiality and discretion over all matters relating to pupil health, welfare and other matters in the School Office.
- Collaborative skills, working closely with a school office team, and with the College Nurse.
- A calm, friendly and welcoming manner to pupils, staff, parents and visitors.
- A strong team player, with a flexible, 'can do' attitude who is happy to help out in other areas of school life.
- Use of Microsoft 365 including confident use of word and excel. Training will be provided on school databases.

Terms and Conditions

- Permanent position
- Full-time, term time plus
- Start date: September 2026
- The salary for this role is £35,000 per annum (FTE)
- Normal working hours: 0800 to 1630
- Training and support will be provided
- Free lunch in the Dining Hall during term time
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.