

CANDIDATE INFORMATION PACK

# INTERNATIONAL TEAM ADMINISTRATOR

# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's Ideas Hub is a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are seeking to recruit a part-time talented administrator as soon as possible. As a member of the NLCS International Operations Team, reporting to the International Operations Manager, you will provide administrative and operational support across a broad range of activities including recruitment administration, commercial and financial administration, events and training coordination, travel arrangements and some project administration.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.

  
**VICKY BINGHAM**  
**HEADMISTRESS**





# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2025, 83.4% of GCSEs were a grade 9, and a notable 95.9% of grades were 9/8. At A-Level our students achieved an impressive 54.3% A\* grades, 86.1% A\*- A and 96.1% A\*- B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 42.94 in 2025, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as Flin Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# INTERNATIONAL TEAM ADMINISTRATOR

## THE ROLE

As a member of the NLCS International Operations Team, you will provide administrative and operational support across a broad range of activities.

You will support the International Operations Manager and wider International Team with recruitment administration, commercial and financial administration, events and training coordination, travel arrangements, project administration and general office management, helping to ensure the smooth and efficient running of the International Office.

The postholder will act as a key administrative support within the team, maintaining effective systems, coordinating activities and supporting the delivery of operational priorities across the international network.

We require a highly organised and proactive candidate who can manage multiple priorities, communicate professionally with a wide range of stakeholders and work flexibly in a fast-paced international environment.

## LINE MANAGER:

Managing Director (International).

## CONTRACT:

Permanent contract working all year round.

## HOURS OF WORK:

20 hours per week, working all year round. Our ideal candidate will work four days per week either 12.00pm – 5.00pm or 12.30pm – 5.30pm.

## SALARY:

FTE £32,590 - £35,974 depending on skills and experience.

Actual pro rated salary £16,295 - £17,987 per annum.

## MAIN RESPONSIBILITIES

### *Office Administration*

- Acting as an initial point of contact for the International team, ensuring a professional response to all enquiries
- Drafting correspondence, briefing documents and responses for the International team as required
- Supporting the International Operations Manager as required during periods of recruitment and training

### *Recruitment and HR Administration*

- Support international recruitment activities, including arranging interviews and coordinating candidate communications.
- Support safer recruitment processes and safeguarding compliance checks.
- Maintain recruitment records and associated documentation.
- Coordinate logistics for recruitment activities and assessment events.

### *Events and Training Coordination*

- Support the planning and delivery of conferences, training programmes and international events.

### *Travel and Logistics*

- Assist with travel arrangements for staff and visitors, including flights, accommodation, transfers and itineraries.
- Prepare travel schedules and supporting documentation.
- Support the coordination of international visits, inspections and meetings.

### *Project and Operational Support*

- Maintain project plans, action trackers and operational documentation.
- Conduct background research and information gathering as required.
- Support the implementation of operational improvements and new initiatives.
- Assist with maintaining records relating to international partnerships, training activities and operational projects.

### *Commercial and Financial Administration*

- Support the financial administration of the International Team, ensuring records are maintained accurately and in a timely manner.
- Process invoices, purchase orders, expense claims and other financial documentation as required.
- Maintain financial trackers, records and reconciliations relating to International Team activities.
- Monitor and consolidate timesheets, recharges and departmental cost allocations as required.

*The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers*



# THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

## PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

### EDUCATION & QUALIFICATIONS

Educated – to at least 'O' Level standard or equivalent with GCSE/O Level English & Maths grade C or above

### SKILLS & ABILITIES

The ability to work independently as well as part of a team.

Strong IT skills including Microsoft Excel and Microsoft Teams

Ability to manage multiple workstreams and stakeholders simultaneously

Ability to accommodate rapidly changing plans as business needs change

Excellent copywriting skills

### EXPERIENCE & KNOWLEDGE

Working within a school environment

An understanding of the independent school sector

Experience processing and coding invoices, reconciling credit card statements and processing expenses (desirable but not essential).

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS, CONDITIONS & BENEFITS

## KEY DATES

**Closing date for Applications:**  
7.00am on Friday 23<sup>rd</sup> October 2026

**Interview Date:**  
Friday 30<sup>th</sup> October 2026

Start Date: Required as soon as possible

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#)

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

## FLEXIBILITY

Where the job allows, full time staff can apply to work from home for up to 2 days per week. We also offer condensed working during the school holidays.

## EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair of glasses.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## ELECTRIC VEHICLE SCHEME

We partner with Tusker to bring staff a tax efficient way to get behind the wheel of a brand new car that's not only good for your wallet but also the environment.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave.

## FEE REMISSION

A teacher's daughter that meets the entrance criteria is eligible for 60% fee remission for the first daughter and 30% for the second. The remission is pro-rated for part time staff.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



