



Queen's College Preparatory School

Established 2002

School Office Manager

Reporting to: Bursar and Co-Heads

Line management: School Administrator/Wrap around Care Manager

The Role

Queen's College Preparatory School is seeking an experienced and highly organised Office Manager to lead the busy school office, the central hub of daily school operations. Managing a team of two, the successful candidate will oversee a broad range of administrative and operational responsibilities, including pupil welfare and first aid provision. This role would particularly suit someone with previous experience in a school environment who understands the importance of efficient systems and processes, clear communication, and an unwavering commitment to safeguarding and supporting pupils.

Key Responsibilities

Office

- School office management that incorporates managing visitors to the school, dealing with telephone enquiries, emails to the school inbox and dealing with pupil, staff, parent and visitor queries.
- Oversight and delivery of all School communications, including lining up communication through School Post and My School Portal.
- Working with Admissions and the Data Manager to ensure all pupil and parent data is accurate. Liaison with the Data Manager and DPO on data retention schedules and actions.
- Working with Business & Operations team, based at the College in terms of HR, Finance, IT and site requests.
- Supporting the Co-Heads with managing their calendars, scheduling meetings, liaising with Principal's EA and ensuring all supporting information and paperwork is available for meetings.
- Attending meetings as required, taking accurate notes and distributing agreed minutes and action points.

- Providing administrative assistance on key priorities for the Prep Senior Leadership Team (SLT).
- Management of a School Administrator and their responsibilities:
 - Pupil welfare and First Aid. Performing First Aid and administering medication in their absence
 - Attendance including working with the Deputy Head – Pastoral, following regulatory and school policy requirements to ensure compliance
 - Ordering in line with procurement procedures
 - Dealing with day-to-day queries
 - Assisting the Office Administrator with booking trips, travel, clubs and wraparound care queries.
- Using a range of office software to ensure the efficient running of the office.
- Create and maintain the school office manual

Operations

- Working with the QCPS Leadership Team and relevant QCL staff to plan and populate the school calendar/ Parent App to ensure accurate dates are communicated with all stakeholders.
- Co-ordinate QCPS Events, working with the events owner to ensure all details are managed and the event runs smoothly.
- Oversight of all trips including residentials. Ensure these are booked in a timely manner, travel is arranged, risk assessments completed, catering requests submitted and communication with parents is clear and timely. Ensuring Finance have the required information for recharges/ ParentPay.
- Manage the Wrap Around Care Manager and support them with the operational running of the provision, including registers, procedures and policies.

Other Duties

- Attend training sessions, as required.
- Undertake other reasonable duties that are commensurate with the post, as 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:

- Experience working in a school will be highly desirable
- Strong administrator with excellent attention to detail and accuracy
- Experience of managing a small team and setting priorities and regular tasks
- Experience of identifying issues and designing new procedures, understanding how to embed them with stakeholders
- A warm and friendly manner with the ability to work with other teams e.g. admissions in a collaborative manner
- Confident with other systems e.g. school registration systems like sims, parent apps. Training will be provided
- Understanding and appreciation of confidentiality and handling sensitive information
- A calm and measured approach with the ability to be flexible and adapt to change
- Good use of systems including MS 365 including excel and word

Terms and Conditions

- Permanent position
- Full-time, term time plus 4 weeks
- Start date: As soon as possible
- The salary for this role is £45,000 per annum (FTE), negotiable
- 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.