

Candidate Brief for the position of
School Office Administrator

Newton
PREP

Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022



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The School

Established in 1991, Newton Prep is a thriving school for children, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 650 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the











most appropriate senior school. Newton Prep is a model for best practice in all aspects of prep education.

The School places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

Location

Newton Prep is positioned in the heart of central London's newest vibrant and dynamic development. The area stretching from Nine Elms to Battersea is home to a bustling new 'town'. The iconic Battersea Power Station, now rebuilt, has transformed this part of the capital. With the opening of the Northern Line tube extension, the school enjoys exceptional connectivity, we are within five-minutes' reach of three different stations, served by four bus routes and even accessible by river!

-  Battersea Park  2 mins
-  Queenstown Road  5 mins
-  Battersea Power Station  5 mins
-  156, 344, 436, 44  1-3 mins
-  Battersea Power Station  15 mins



Summary of the Role

The School Office Administrator will play a key role in the smooth and effective running of the Main School Office. The School Office Administrator will provide comprehensive administrative and secretarial support to members of the School's Leadership Team (SLT), other members of staff with senior leadership responsibilities. They will report on a day-to-day basis to the School Office Manager and as a member of the Administrative Support Team, report to the SLT.

The post-holder will be working at the heart of the School to promote all that Newton Prep strives to do. The successful candidate will join a high-performing team; they will possess a 'can-do' attitude and always seek ways to make things possible; they will be an excellent communicator with excellent organisational skills and have the ability to manage a range of tasks and competing priorities.

Start date: **November 2024**
(or as soon thereafter)



Main Duties & Responsibilities

The School Office Administrator will need to be adaptable and flexible to the demands of the Main School Office. They will work closely with other members of the School Office Team, led by the Office Manager, to provide outstanding, efficient and helpful administrative support to senior members of staff.

The main responsibilities of the School Office Administrator include:

- Working with other members of the School Office Team, ensure all pupils are registered twice daily. Also, to update the registers with any planned absences
- Provide friendly, helpful early morning reception cover from 7.30 am until the School Receptionist takes over at 8.00 am alongside reception cover between 12 noon and 1.00 pm when the School Receptionist goes on their lunch break
- Provide clerical/administrative support to other senior members of staff who have management responsibility
- Take accurate minutes of various meetings e.g., meetings with Heads of Year; whole school staff meetings at the beginning of term; pastoral staff meetings (which may be held after school and last until 5.15 pm)
- Provide specific administrative support for the pastoral side of school life e.g., by maintaining manual and computerised records using recording tools such as CPOMS, MIS Pastoral Records and rewards and sanctions databases
- Provide administrative assistance and attend School events in the course of the year such as Open Days, Senior Schools Fairs, Sports Days and Carol Concerts
- Co-ordinate with all relevant stakeholders to ensure the School's termly calendar is produced in good time
- Collate and format required information for the Head's termly report to the School Council
- Ensure that all enquiries from parents, guardians or colleagues are passed on to the appropriate member of senior staff
- Proof read and send Clarion calls/emails and text communications to parents as directed by members of the Senior Leadership Team (SLT)
- Filing (which may consist of confidential information especially related to safeguarding concerns)
- Prepare, collate and record the necessary information and documentation required for the Lower and Upper School weekly absence reporting ►



- Prepare weekly cover spreadsheets with upcoming staff absences
- Prepare and send safeguarding letters for pupils leaving and joining the School, as well as update the central register
- Provide friendly, helpful cover if the School Receptionist is unavailable (as part of a rota)
- Be prepared to take the initiative and provide ad hoc secretarial duties when required
- Support the School Office team with administration of Room and Parents' Evening booking systems, as well as helping with Parents' Evening setup
- Support the School Office team with administration of Co-curricular activities (SOCS)
- Support with the organisation of school photographs and vaccinations, as well as assisting on the day
- Support with revision and exam photocopying, as well as standardised assessment administration
- Data input PASS/spreadsheets
- Produce and laminate certificates
- Ability to take the initiative and provide ad hoc administrative duties when required
- Be prepared to be flexible and support team members during busy periods
- Undertake such additional duties as might be reasonably requested by the Head or other authorised person
- Attend courses to develop professional skills
- Work in a manner which is safe and healthy for both yourself and others with whom you come into contact
- Comply with safety instructions and regulations
- Promptly report all safety hazards and unsafe working practices
- Be familiar with the School's Health & Safety Policy and comply with it at all times
- Read and be familiar with the Staff Handbook and Employment Manual and follow the procedures therein
- Be familiar with and to follow guidelines as set out in the School staff policy documents
- Work in a co-operative, diplomatic and flexible manner
- Foster and maintain good working relationships, acting as a courteous, friendly and professional member of the School team

The duties and responsibilities of the post holder listed above are not exhaustive. It is anticipated that these duties and responsibilities may change from time to time subject to the needs of the School.



Person Specification

The School Office Administrator should have:

Knowledge & Experience

- Significant office administration experience, preferably from a school or educational setting
- Proven experience of working in a busy, service-driven environment
- Experience of working with and relating to other senior colleagues to create collaborative, productive and effective relationships
- Competent user of Microsoft Teams and Google Apps: Docs, Sheets, Forms. Working knowledge of MS-Access, CPOMS, Microsoft 365 and Teams is desirable

General Skills

- Excellent verbal and written communication skills
- Highly confident, effective and efficient user of IT (including Excel) and Management Information Systems (training will be provided on the School's MIS)
- Ability to relate to a wide range of people across the school community
- Ability to build and manage trusted relationships with senior colleagues to create collaborative, productive and effective relationships
- Excellent organisational skills with the ability to manage a range of tasks and competing priorities
- Ability to work under pressure and to deadlines; resourceful and flexible

Personal Qualities

- Ability to work unsupervised and with a proactive and planned approach to work
- Excellent communicator, with outstanding attention to detail
- Willingness to be an integral member of the Main School Office and Administrative Support Team
- Professional appearance and attitude; friendly and approachable manner
- Sympathy with the ethos, values and objectives of the School
- Commitment to the development of equal opportunities and diversity
- Willingness to abide by the School's Terms and Conditions of Employment
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people



Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work, online searches and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

Salary

Salary range between £26k and £30k (£32k to £37k FTE), depending on skills and experience. Salaries are paid by BACS transfer on the last working day of each month in twelve month equal payments.

Period of employment

Permanent, Full-time (Term Time Only + 5 days). The precise timings of the 5 days worked during school holidays will be agreed with the SLT.

Working hours

37.5 hours per week. Normal working hours are ideally 7.30 am to 4.00 pm but could be from 8.30 am to 5.00 pm Monday to Friday (Term Time Only) with an hour's lunch break. Lunch is usually between 1.00 pm and 2.00 pm, but there is flexibility. The postholder will be required to work such hours as are reasonably necessary for the better performance of their duties. You may on occasion be expected to attend evening and weekend meetings/events for which you will be repaid by time in lieu.

Probation

This post is subject to a probation period of six months. The School may, at its

discretion, extend the probationary period for a further period.

Notice

Following the successful completion of your probationary period your notice period will be two months during the first four years' service. Thereafter, an additional week's notice is required for each complete year of service up to a maximum of 12 weeks' notice after 12 years of service.

Pension

The school operates a Group Personal Pension Scheme. The school will automatically enrol you in its Standard Life Pension Scheme (the Scheme). If you do not wish to be a member of the Scheme you may choose to opt out. Forms are available from the Scheme's website. The school will automatically re-enrol all staff who are not members of the Scheme on a three-yearly basis. Should you wish to continue to

opt-out you will need to repeat the opt-out process. The school will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the Scheme.

Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria). Please note this is not a contractual entitlement and the school reserves the right to vary the rate of remission or to withdraw it altogether.

Other benefits

Staff gym, free on-site parking, cycle-to-work scheme, free 'travel to work loan scheme', free school lunch, tea and coffee during term time, 24-hour counselling and legal advice service, free annual flu vaccination, training and development opportunities.



Application

Newton Prep 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, including checks with past employers and the Disclosure and Barring Service (DBS).

The School will carry out online searches on all successful candidates as part of the process of assessing suitability.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please ensure that you include the names of two referees and details of employment since leaving school. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

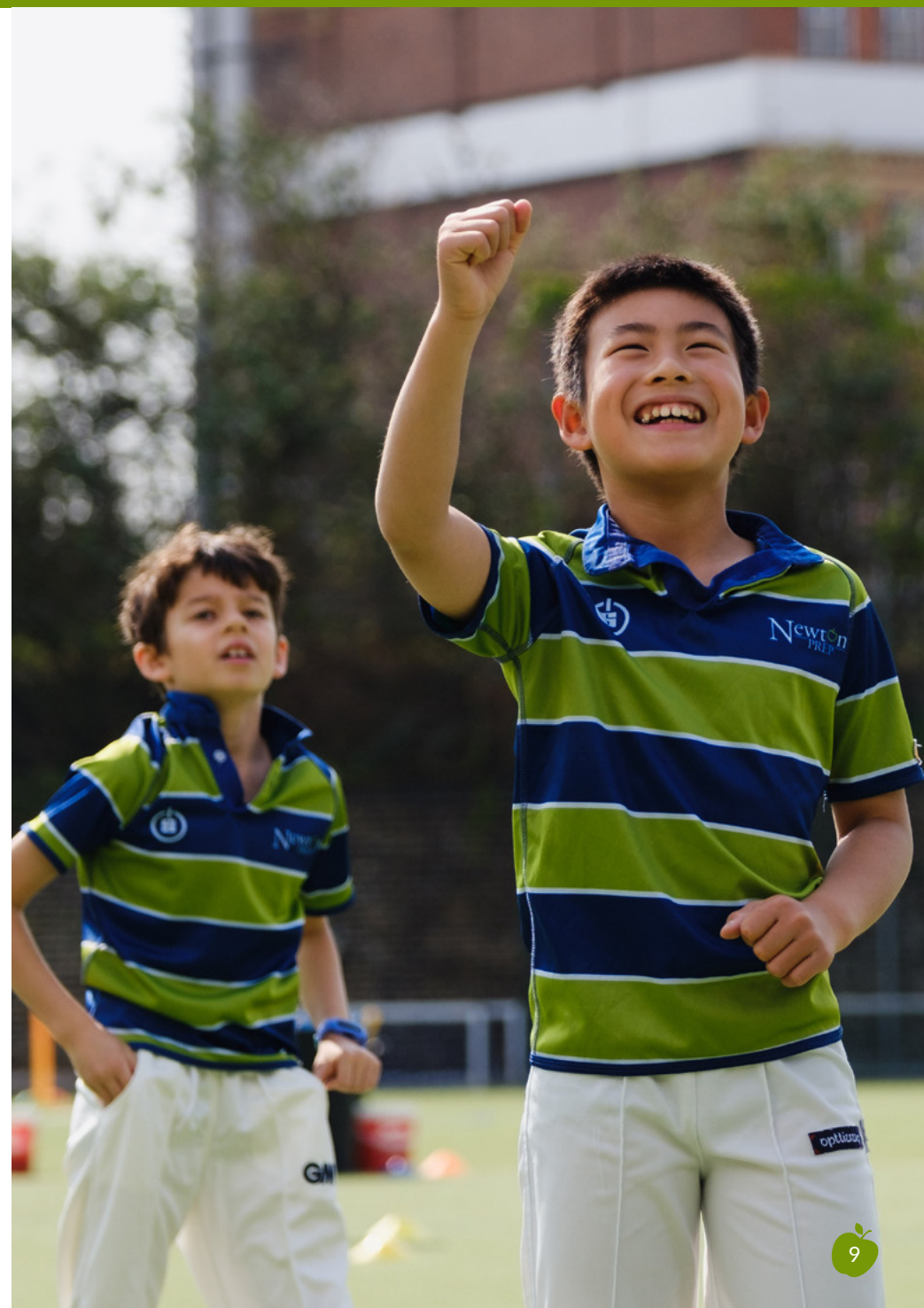
The closing date for applications is **9.00 am Tuesday 8th October 2024.**

Application is by form only, which can be downloaded [here](#) or from our website newtonprepschool.co.uk. Candidates should complete the School's Application Form and email it to the HR Assistant: hrassistant@newtonprep.co.uk.

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on **0207 720 4091** Ext **1255**.

Interviews will be held week commencing **Monday 14th October 2024**. However, the School reserves the right to interview and appoint ahead of the advertised closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.





Newton
PREP

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Newton Prep Ltd