

St Andrew's Prep

EASTBOURNE

Job Description

1. **Job Title:** Office Administrator
2. **Responsible to:** Office Manager
3. **Job Summary:** To provide support to the Office Manager and administration support to the school. You will be required to organise and coordinate administration duties and office procedures within the prep school.

4. Duties and Responsibilities:

A) School Office

- Deal with correspondence, queries and general day to day administrative tasks for the Nursery, Pre-Prep and Prep
- Deal with incoming calls and queries from current and prospective parents, guardians, visitors and deliveries
- Welcome visitors to the school, signing them in, following our visitor safeguarding procedures.
- Assist with formatting and proof reading of internal and external publications, certificates, programmes and communication to parents, following branding guidance
- Assist with the administration of the activity programme and admin support for our SOCs software programme
- Order stationary and other office supplies in conjunction with the office manager
- Distribute parcels and post to staff in liaison with the procurement manager
- Assist the Office Manager to ensure the internal events booking system runs smoothly and that all events requiring estates and/or catering support have been arranged in advance. This will include events planned by the Friends of St Andrews
- Liaise with Eastbourne College events and Box Office Manager and Head of FM on larger scale or cross charity hires which require our facilities. Complete any documentation required and inform staff who live onsite
- Assist the Office Manager to ensure trips and visits documentation has been completed and any requests have been relayed to the correct department. This includes booking out trip phones and organising cash expenses
- Assist with presentation of notice boards and signage around the school site
- Organise petty cash, assist with the collation of pupil recharges and staff overtime claim forms
- Assist with maintenance of staff lists for the fire and emergency roll call
- Assist with cover of the reception function where required
- Ensure office department is kept clean, tidy and organised at all times
- Any other duties appropriate to the post as directed by the Office Manager.

B) Admissions

- Provide administrative support to the school admissions team and Registrar

- Manage the Kindersoft Nursery booking system for all current and prospective pupils
- Assist with the preparation of prospectus packs
- Input prospective enquirers details on iSAMS.
- Assisting the Registrar with the processing and monitoring of visa applications, ensuring correct procedures have been adhered to
- Assisting with the processing of registration forms, following the school admissions process
- Meeting parents and children attending Taster days in the absence of the Registrar
- Make follow up calls to prospective enquirers and logging the feedback information on iSAMS as directed by the Registrar
- Send joining details to new parents, follow admissions procedures, ensuring forms are returned and shared with relevant staff
- Assist with the organisation of familiarisation and scholarship days
- Assist with the updating of the parents' handbook and printing/collating
- Assist with the updating of the annual information booklet
- Compile holiday booking forms for Nursery
- Oversight of the Nursery Manager email address.

C) Safeguarding Duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies

5. Person Specification:

The successful candidate will:

- Competent and confident in use of Microsoft Office, including word and excel.
- Problem solving and an ability to act on initiative.
- Excellent written and verbal communication skills.
- Must have a professional telephone manner.
- Excellent time management skills, ability to multitask and prioritise.
- Complete integrity and discretion.
- Welcoming and friendly.
- Team player.

6. Terms and Conditions:

Salary: £12.50 hourly

Hours of work: 25 - 30 hours weekly Monday – Friday, term time (34 weeks) and six additional weeks to be worked during school holidays. A total of 40 weeks to be worked per year. Flexible working patterns are available. Holiday working hours may differ.

Probationary Period: 12 months

Holiday: 5 weeks paid annual leave to be taken during the school holidays, in addition to bank holidays and Christmas closedown.

Pension: Automatic enrolment into the Eastbourne College Incorporated WorkSave Pension Scheme after three months service. The charity will contribute 5% of your gross salary, and you will contribute 3% (opt-out available).

Other benefits:

- Life assurance
- Annual pay review
- Free use of College sports facilities including pool and gym
- Lunch, if during normal working hours

7. How to Apply

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. A cover letter of application and an up-to-date CV may be uploaded with this online application form.

Closing date: Monday 28 October 2024

Early applications are encouraged. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

For any other queries please contact Human Resources Department on hr@eastbourne-college.co.uk or phone 01323 452288.

8. Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.