



GORDONSTOUN

Broader experiences, broader minds.

PREP SCHOOL ADMINISTRATOR

Reports to: Principal's PA

Job Purpose: Gordonstoun has been leading the way in character education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you. This Administrator role is part of the administration team supporting all aspects of the Prep School. This is a broad role which requires extensive parental contact as well as flexible interaction with many internal departments in order to support the implementation of exemplary standards of compliance and efficiency.

Grade & Working Hours: 2A

40 hours per week; Full-time Monday to Friday, all holidays to be taken out with termtime. As a team member at a full boarding school, all administrators may be required to work occasional evenings and weekends.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.

General responsibilities:

Working with the other administrative roles within the school to provide the support required demonstrating continuous improvement and a relentless drive for efficiency:

- Provide a welcoming and efficient response to anyone visiting or contacting the Prep School
- Ensure the smooth running of the administration of the Prep School
- Provide PA support to the Head of Prep School including diary management, forward planning and travel arrangements.
- Provide support to the Deputy Head (Curriculum) with reporting, assessments, examinations and Parent/Teacher meetings.
- Support preparation of parent communication and liaison with external stakeholders, including parents and prospective families as required
- Maintaining accurate records on ISAMS and all school systems and databases
- Support with preparation for compliance and external audits
- Arrange and minute meetings
- Write presentations and reports and support projects across the department

- Support projects and planning for key events (Prize giving, Chapel/Assemblies, producing certificates, open days, Admissions events, Taster weekends, Prep Highland Games and trips)
- Manage all communication carefully, being aware of the need for discretion and confidentiality and GDPR
- Support the Head of Prep School and HR, by assisting with all aspects of the recruitment process.

Pastoral

- Support members of the Pastoral staff in respect of pastoral, student disciplinary and guardianship matters
- Support liaison between the school and Guardians to ensure seamless co-operation needed
- Ensure compliance with all pastoral and guardianship regulations and guidelines, including those imposed by external and statutory bodies

Team responsibilities

- As a member of the Administration Team, to carry out tasks as required in support of the wider administration team
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values
- Carry out any other task as required from time to time in order to support the school

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • GCSE or SQA in Mathematics and English (grade C or above or equivalent) 	<ul style="list-style-type: none"> • Ideally Highers or A Levels plus a degree or equivalent 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> • Knowledge of data management 		Application form Interview
Skills and experience	<ul style="list-style-type: none"> • Excellent IT skills, including proficiency in Teams and all MS Office applications. • Excellent communication and interpersonal skills. • Ability and motivation to review and improve practice continuously • Ability to work under pressure and to seek and implement creative solutions • Excellent writing and typing, communication and interpersonal skills 	<ul style="list-style-type: none"> • Creative thinking and problem-solving skills • Knowledge of data management within a school environment • Experience of working with iSAMS • Prior experience of working within a school or with children 	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> • Conscientious and diligent, with excellent attention to detail. • Enthusiastic, diplomatic and calm under pressure. • A proven track record of strong working relationships with students, colleagues and customers. • A positive and proactive attitude to manage a high volume of work. • Flexible, with a can-do attitude. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds. 		Interview Task
Child protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> • Experience of working with children and young people 	References PVG check