



EWELL CASTLE SCHOOL

Independent Co-Educational Day School
for Boys and Girls aged 3 to 18 years

Prep School Administrator – 5 days (38 weeks per year)

- Job Title:** Prep School Administrator
- Job Location:** Prep School
- Reporting to:** Head of Prep School
- Start Date:** September 2024
- Salary:** Ewell Castle Operations Staff pay scale (7-11)



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Ewell Castle School
Prep School Administrator
Further Details

5 days per week, 8.00am-3.30pm
Term time plus 1 weeks (37 weeks per year)

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

The Prep school administration Team offers a highly professional and efficient central administrative service to the School's various stakeholders, including parents, pupils, staff and Governors as well as external visitors and are frequently the first point of contact with Ewell Castle School. The ideal candidate will have relevant or transferable administration experience of providing excellent customer service. An ability to remain calm and professional at all times in an extremely busy environment and the flexibility to adapt quickly to changing priorities is essential. An understanding of the day to day running of a dynamic school front desk would be an advantage as well as experience of providing First Aid although training will be provided, if required.

Working hours are **8:00am – 3:30pm (37 weeks per year)**. For the right candidate, the school would be open to an earlier finish time.

Potential candidates will need to demonstrate excellent attention to detail as well as the ability to work productively in a team and to use and set up efficient administrative processes using Microsoft Office. Experience of seeing tasks through from start to finish, despite distractions is essential, as is an awareness of the importance of confidentiality and safeguarding as well as data protection in a school setting.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales which currently track in excess of the maintained sector's pay grades (ECS Support Staff scale points 7-11) and will reflect the experience and qualifications of the successful candidate. *Annual salary will be pro rated from full-time equivalent of £21,000 - £24,000, dependent on the agreed working hours.*

Job Description:
Prep School Administrator



The Administrative Assistant/Receptionist is accountable to the Head of the Prep School and works with one other Prep School Administrator. The post holder undertakes duties for the Preparatory School (PS) and will be based at Glyn House.

Hours: This is a term time post for 5 days per week during ECS Term Time plus 1 week in ECS school holidays (37 weeks per year). (This post requires a 08:00 start).

Primary functions will be to:

1. Assist with the provision of liaison between:

- School and parents
- Staff and parents
- Staff at Glyn House, and the Castle

2. Administrative Assistant/Reception duties

- Provide a reception service for all telephone calls and school visitors to the Prep School; receiving enquiries from parents, taking appropriate action and passing to the PS Leadership Team if and when required.
- To ensure correct daily pupil movement ie late comers, to clubs, to after school care.
- Efficient process of emails to the prepschool inbox.
- Assist with pupil enquiries, pupil and staff first aid and care of unwell pupils. Contacting of parents if a pupil is unwell.
- Assist with opening and distribution of all incoming mail and post outgoing mail. Retrieve post from the Principal's office and reprographics room at the senior school each day and distribute as necessary.
- Ordering of all resources and furniture for Prep School staff from catalogues/online.
- Ordering of office sales (backpacks, book bags, draw string bags, hats etc) and maintaining stock levels.
- Receive and arrange for the distribution of deliveries.
- Assist with the maintenance of stocks of stationery, paper etc.
- Fill photocopy paper cupboard in the corridor as and when required and alert IT to any photocopying machine problems.
- Assist with office sales.
- Alongside the Admissions team, setting up and archiving of pupil files and maintaining pupil filing and sending pupil files to new schools.
- Liaise with the Site Team regarding maintenance / grounds matters.
- Assist the Leadership Team at events such as Prize Giving and school events
- Make full use of the School Information System (ISAMS)
- Telephone parents, send emails and SMS messages to parents as required.
- Follow up absent pupils and process absence forms from parents on portal.

- Welcome prospective pupils for their taster days and hand over to parents at the end of the school day.
- Liaise with Form Teachers and staff regarding pupil absence and early collection of pupils.
- Liaise with parents regarding sports fixture locations and collection times.
- Ensure Daily Fire List is kept up to date each day regarding pupils on site/off site.
- Undertake specific role in the Glyn House evacuation procedure.
- To assist the Leadership Team with ParentPay records.
- Book coaches/minibuses as required.
- Assist teaching staff with their photocopying requirements if time allows.
- Update the noticeboard on a weekly basis.
- Undertake further administrative assistant duties as deemed reasonable and directed by the PS Leadership Team.
- Act as Educational Visits Assistant (EVA) for all school trips and visits.

3. Other duties:

- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- To pay due regard to one's own professional development and to engage with the school Appraisal scheme.
- To perform such other duties as may be required by the HoPS and/or Principal.



Person Specification: Prep School Administrator



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High standard of literacy. • Numeracy competence (GCSE or equivalent) • First Aid qualification or willingness to undertake it 	<ul style="list-style-type: none"> • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Mathematics
Experience	<ul style="list-style-type: none"> • Relevant and transferable Administration and customer service experience. • Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook and PowerPoint • Experience of using effective administrative systems and processes in a busy office • Experience of juggling priorities effectively and seeing tasks to successful completion, despite distractions 	<ul style="list-style-type: none"> • Reception, telephone experience • Experience of working in a school, Nursery or college environment • Administrative skills such as mail merges, setting up and using more complex spreadsheets and Microsoft Forms.
Knowledge & Skills	<ul style="list-style-type: none"> • Confident user of Microsoft Office suite • Ability to work as part of a team and to be flexible and adaptable to changing situations • Proven ability to manage your own time effectively, when necessary, to prioritise and work to tight deadlines whilst retaining a professional composure • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas • Ability to communicate the School's values and a desire to promote an excellent image of the School 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments • User of iSAMS or another Management information system

	<ul style="list-style-type: none"> • Ability to work in new and challenging situations 	
Personal Qualities	<ul style="list-style-type: none"> • Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations • Able to display the highest levels of integrity and be consistently trustworthy and discrete • Be a problem solver, and to be able to reflect upon one's own practice • Willingness to support the life of the school including school events • A commitment to continuing professional development • Be consistently reliable and punctual • Be of smart professional appearance • Flexible, versatile and self-motivated • Able to work productively with a wide range of staff, parents and pupils • A commitment to safeguarding and promoting the welfare of children • Excellent sense of humour! 	<ul style="list-style-type: none"> • Willingness to become involved in the co-curricular life of the School

28/06/2024





“ Ewell Castle is like being part of a working family”

Staff member Jan 2022

“ Ewell Castle is where every child becomes the best version of themselves, in a nurturing and supportive environment”

Parent, January 2022



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Why join us?

- We are one of very few co-educational Through Schools in the Surrey/ London borders: we have a range of abilities and help each pupil to become the best version of themselves;
- Our mixed ability through School offers an independent education in small class sizes and has a distinctive family feel while also celebrating excellence;
- The majority of our pupils move onwards to Ewell Castle Senior School where they are also successful at gaining scholarships and awards.
- We have the benefit of using resources from the Senior School in our KS 2 which aids transition and provides added value to subjects such as Science and Design & Technology;
- The school offers complimentary lunches during term time;
- Colleagues have the opportunity to work in a supportive environment with committed, loyal and caring teachers who value academic and pastoral excellence;
- Generous pension is provided;
- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

