



Job Title: Office Administrator (term time plus four weeks) 10:00 – 17:15 (33.75 hours per week)

Responsible to: Office Manager

Purpose of Role

The Office Administrator is responsible for providing comprehensive administrative support to ensure the smooth and effective operation of the School Office and supporting the Bursar's Office with all aspects of administration to ensure the smooth running of the school. They will establish and maintain positive relationships with parents, staff, and other agencies while providing efficient administrative services to support the school and Office Manager. The Office Administrator will serve as a key point of contact for the school community, ensuring confidentiality is maintained at all times.

Key Responsibilities

Office Administration

- Provide a point of contact by telephone, email or in person for queries from or to pupils, parents and other contacts, communicating in an efficient and courteous manner
- Ensure AM and PM registers are taken and are complete
- Prepare and manage correspondence, documents and digital records with fast and accurate typing, demonstrating a strong sense of urgency and the ability to work effectively at pace, while providing efficient administrative support to colleagues across the school as required
- Work independently and part of a small team
- Support the administration of the school's extra-curricular club offer
- Receive and process all correspondence promptly and efficiently
- Liaise with all outside agencies as required
- Respond to staff requests for information and assistance
- Maintain the School diary and communicate main events to staff at least weekly
- Prepare and distribute the School's weekly newsletter
- Administration support for the school's admissions processes
- Manage the school's vaccination process
- Liaise with all key stakeholders to ensure the effective delivery of school, individual and class photographs
- Coordination of all key stakeholders related to school activities

Health & Safety Support

- As a trained first aider, administer basic first aid to pupils as required, and children's medication as directed by parents
- Ensure children's medical conditions are recorded and advised to teachers and other relevant staff
- Ensure relevant sections of the School's Health and Safety Policy and procedures are complied with at all times

Events & School Community

- Administer a variety of fund-raising and other events, After School Clubs, plays, INSET days etc., being the focal point for the return of forms
- Assist with the arrangements for Prize-giving / Speech Day, including the issue of prizes and the collection and engraving of trophies
- Assist the Office Manager with communication and arrangements for transition and taster days
- Organise parent/teacher consultation evenings, ensuring records are maintained and appointments are scheduled in conjunction with teachers and parents
- Support the Georgian Association by providing general administrative services e.g. distributing letters, taking orders for ticket sales, collecting cash etc.

School Environment

- Work collaboratively with all staff to create and maintain a positive school climate and culture maintaining high levels of professionalism and confidentiality at all times

Person Specification

Essential

- Proven administrative experience, with strong organisational skills and the ability to manage competing priorities
- Fast and accurate typing skills, with excellent attention to detail
- Ability to work with a strong sense of urgency, remain calm under pressure and deliver high-quality work at pace
- Excellent written and verbal communication skills, with the ability to communicate professionally and courteously with pupils, parents, staff, visitors and external organisations
- A warm, approachable and service-focused manner, appropriate for a busy independent preparatory school
- High level of proficiency in Microsoft 365 applications, including Word, Excel, Outlook, Teams and Forms
- Strong digital skills and the confidence to learn and use school management information systems and other online platforms
- Ability to handle confidential, personal and sensitive information with discretion and in accordance with data protection requirements
- Ability to work independently, use initiative and exercise sound judgement, while contributing positively to a small team
- Flexible and adaptable approach, with a willingness to respond to changing priorities and support across the school
- Commitment to safeguarding and promoting the welfare of children, with an understanding of professional boundaries in a school environment
- A high standard of personal integrity, reliability, punctuality and professionalism

Desirable

- Previous administrative experience in a school, nursery or other child-centred environment
- Experience using a school management information system including pupil records, attendance, admissions or communications

- Confident use of Canva to create professional newsletters, notices, invitations, posters and other school communications
- Working knowledge of safeguarding, child protection, safer working practices and school visitor procedures
- Understanding of UK GDPR, Jersey data protection requirements and good information-handling practice in an educational setting
- A current first-aid qualification, or willingness to undertake relevant training
- Experience using digital booking, form, payment or communication platforms

Professional Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Create a professional and welcoming reception for all visitors and parents
- Ensure all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- To maintain confidentiality at all times
- Carry out other tasks as may from time to time be reasonably requested by the Office Manager, Headteacher or Bursar

St George's is committed to safeguarding and promoting the welfare of children and young people, in line with *Keeping Children Safe in Education*. All staff and volunteers are expected to share this commitment and follow our safeguarding procedures. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Application Procedure

Applications should be submitted using the School's application form, available via the school website or by contacting recruitment@stgeorgesprep.co.uk. A covering letter must also be included, outlining your suitability for the role and your reasons for applying.

The closing date for applications is **12pm Friday 9 October 2026**. References may be sought for candidates selected for interview. Incomplete applications, including those submitted without a completed application form or covering letter, may not be considered.

Shortlisted candidates will be contacted on or before **Friday 9 October 2026** and invited to attend an interview on **Tuesday 13 October 2026**.

Following the interview process, a conditional offer of employment will be made to the successful candidate. Any offer will be subject to the receipt of satisfactory references,

verification of qualifications and eligibility to work, and the successful completion of all required pre-employment and safeguarding checks, including an enhanced DBS disclosure.

The successful candidate is expected to commence employment on **Monday 30th November 2026**, or as soon as possible thereafter.

All enquiries relating to this vacancy should be directed to recruitment@stgeorgesprep.co.uk.