



APPOINTMENT OF A

SAFEGUARDING ADMINISTRATOR

FULL TIME, TERM TIME POSITION
TO START AS SOON AS POSSIBLE





HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

Established over 460 years ago, Hampton is one of the country's foremost, highest-achieving and best-resourced independent schools. Our community is vibrant, dynamic and happy, making it a wonderful place to teach and learn. Members of the Common Room are talented and hugely supportive of one another and their pupils; they share their love of learning with young people who are bright, intellectually inquisitive and aspirational.

Hampton is a lively, friendly and inclusive School community where we aspire to enable our boys to not only to make sense of the world, but also to want to go out and improve it. Above all, Hamptonians are encouraged and indeed expected to aspire to personal best while supporting those around them with kindness and respect.

Situated on a green-field site in a leafy suburb of South West London, we are fortunate to have 28 acres of playing fields within our spacious grounds. Pupils and staff alike benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sportsground, a large and well-appointed Sports Hall, and the remarkable Hammond Theatre for the Performing Arts, along with an excellent library and specialist facilities for Art, Music, Science, Technology, Computer Science and Languages (Modern and Classical). Our older pupils enjoy impressive Sixth Form private study and Careers provision in The Barry Martin Centre.

The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, has a prime location on the nearby River Thames, and provides the focal point for our popular and successful Boat Club.

Hamptonians' examination results and university entrance record consistently rank in the top echelon nationally and indeed internationally. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities; around 25 pupils are offered places at Oxford and Cambridge annually, and a significant number move on to global top-10 universities. We annually support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Hampton's notably diverse, socially inclusive nature is an especially cherished part of our DNA and we as far from being a stereotypical public school as any setting in the independent sector. Currently, 7% of our boys (around 100 in total) attend on means-tested, free places, many of which are funded by a separate but closely linked educational charity, The Fitzwygram Foundation.



‘One of the most genuinely inclusive, diverse independent schools in the London area’.

Good Schools Guide

Our alumni network is extremely strong and former pupils (Old Hamptonians - OHs) remain deeply committed to their School, in no small part due to the exceptionally warm and mutually respectful relationships between pupils and colleagues here.

Hampton staff enjoy a range of attractive benefits, including generous holiday provision and salaries enhanced above maintained sector scales. Private health insurance cover is provided, along with free lunches in a dedicated staff dining room, and excellent CPD provision. Subsidised single accommodation within School-owned properties in the local area may also be available for new colleagues. Those with children who meet the Hampton Pre-Prep & Prep School and/or senior school entrance requirements are eligible for substantial fee remission. A reciprocal fee remission arrangement is offered to staff whose daughters meet the entry criteria for our neighbouring girls' school, Lady Eleanor Holles.

We welcome applications from all backgrounds. Alongside those joining us from university PGCE courses or as experienced teachers, we recruit talented people from a variety of sectors, including post-doctoral research, universities, industry, and commerce. Successful candidates who are new entrants to the teaching profession are supported towards qualified teacher status (QTS) via an in-post PGCE course offered in conjunction with the University of Buckingham.

Hampton is a highly regarded name on any teaching CV and our School often acts as a professional springboard. Many colleagues have successfully moved on to middle or senior leadership roles; several former members of the Common Room have been appointed as HMC/GSA Heads over recent years.

We are especially proud to have been one of only a handful of schools nationally awarded the ISI's rare 'Significant Strength' endorsement, in recognition of our co-curricular programme and its impact on pupils' wellbeing, behaviour and achievement. Inspectors were struck by the curiosity, enthusiasm and kindness of our boys, and equally impressed by the expertise of Hampton's teaching and support staff. A copy of the full ISI report can be found [here](#).

Hampton and Lady Eleanor Holles (LEH)

In September 2026, Hampton and our neighbouring girls' school, Lady Eleanor Holles (LEH), formalised their longstanding partnership, building on decades of close collaboration to create even more opportunities for pupils. Each School retains its own identity, leadership and governing board, while pupils benefit from an enhanced programme of joint clubs, competitions, leadership initiatives and shared facilities. More information can be found [here](#).

The Hampton Schools' Trust

In September 2026, Hampton also announced the formation of the Hampton Schools' Trust, bringing together Hampton, Hampton Pre-Prep and Prep, Newland House School and Kew College Prep - four strong, like-minded charitable schools in South West London. The Trust will formally come into effect from January 2027, with each School retaining its own name, leadership and governing board. More information can be found [here](#).



THE ROLE

This is an exciting opportunity to join Hampton School in a senior administrative role.

This is a newly created position and reflects Hampton's commitment to creating a safe, positive environment for all pupils, staff and our School community.

The role would be ideally suited to a self-driven professional with a passion for the safeguarding and the education of young people.

The Safeguarding Administrator must have a strong understanding of Safeguarding and Child Protection, preferably gained within the education sector. The ideal candidate will possess excellent communication and administration skills and an understanding of Keeping Children Safe in Education.

This role involves providing confidential, high-level administrative support and meticulous attention to detail, discretion and the ability to build positive relationships with people at all levels is essential for the success in this role. A central focus will be on monitoring safeguarding alerts and supporting pupil attendance, alongside providing administrative support for school trips and parent evenings

The role requires sensitive and professional communication with staff, parents, and external stakeholders. Safeguarding Level 3 will be required for which training will be provided. Outstanding administration and organisational skills are essential, as is discretion and the ability to exercise judgement and show initiative.

The successful candidate will also be able to demonstrate a warm, approach and the ability to remain calm and composed at all times. Excellent IT knowledge and confidence with online database systems is also essential.

The role is full time, 8:00am to 4:00pm, Monday to Friday during term time. However, there could be scope for some flexibility. The successful candidate may also on occasion be required to work at Hampton Pre-Prep and Prep School.

Hampton is one of the country's foremost independent schools and Equity, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

We encourage applications as soon as possible however the School reserves the right to offer the post at any stage in the appointment process.



KEY RESPONSIBILITIES

The responsibilities below outline the key responsibilities of the role and are not exhaustive. The post will evolve over time in response to the needs of the Hampton School Trust.

Safeguarding

- Provide confidential, high-level administrative support to the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads across Hampton School Trust
- Filter and monitor safeguarding alerts created by pupils via *Smoothwall*, liaising with our Safeguarding Team
- Assist with the administration of CPOMs
- Maintain safeguarding records accurately and store in line with statutory guidance, including Keeping Children Safe in Education
- Monitor and analyse records to help identify and track themes
- Administer the annual safeguarding audit
- Follow up the transfer of safeguarding files from feeder schools

Daily Pupil registration and records

- Accessing absence emails regarding pupils, updating SIMS and emailing form tutor, nurse and, if necessary, Head of Year
- Check Inventory (visitor management system) for any pupils arriving at school late and update SIMS (school database)
- Updating calendar of future appointments for pupils so that SIMS is amended accordingly, avoid parents being contacted if they have already informed School that their son will be absent that day
- Follow up on daily absences and missing pupils
- Running absence reports – checking on SIMS status of missing pupils and preparation of emails to send to form tutors to establish that there has been no contact from home
- Final check of absence inbox and phone messages before sending list to SIMS office for absence texts to be prepared and sent to parents of missing pupils
- Checking mid-morning for any inconsistencies/irregularities re. pupils' attendance on SIMS and alerting relevant staff



KEY RESPONSIBILITIES (continued)

Communication with stakeholders

- Deal sensitively with parents, other schools, prospective parents and with the general public on a wide variety of topics, either in person, online or over the phone.

Administrative support

- Provide administrative support for co-curricular activities e.g. SOCS registers
- Assist and co-ordinate the monitoring, assigning and categorisation of whole school concerns
- Provide support with special projects within the scope of the overall office duties and any ad hoc duties that occur from time to time
- Reporting to designated members of the Hampton School Trust SLT, provide confidential, high level administrative and secretarial support with particular emphasis on safeguarding issues
- School trip administration e.g. checking Evolve for trips going out for pupil registers and staff contact details
- Parent evening administration

General responsibilities

- Collaborate with other colleagues and administrators across the School receiving and coordinating requests from external stakeholders, pupils and parents
- Liaise with colleagues, including SLT and safeguarding team, regarding diary planning, organising and scheduling meetings, rotas, activities, seminars, detentions and events
- Flexibility to assist with Open Mornings, Prize Giving, Entrance Exams and school events as required
- Monitor and ensure relevant legislation is followed with regards to Safeguarding requirements
- Preparation for, and minuting of, meetings and interviews as necessary
- Maintain accurate and up-to-date records and files
- Produce and accurately proofread key documents (including reports, correspondence and other relevant school literature) and website updates
- Provide cover for other administrative staff across the school as required
- Any other reasonable duties as required by The Headmaster, or member of the Trust-wide SLT and safeguarding team.



PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

Essential:

- A commitment to the Safeguarding and wellbeing of pupils
- Educated to A-Level (or equivalent) with GCSE qualifications in English and Mathematics
- A warm, cheerful and co-operative disposition capable of inspiring confidence in pupils and parents
- Professionalism and commitment to the demands of the role and an ability to remain calm under pressure
- Previous administrative/secretarial skills and experience of working in a busy office
- Excellent organisational and administrative skills in order to meet the demands of working in a fast-paced team environment
- Excellent IT knowledge including Outlook, Word, Excel, PowerPoint, MS Teams (or equivalent) and strong keyboard/typing skills
- Willingness and aptitude to learn new software packages and to recommend technology to improve efficiencies, as required
- Outstanding customer care skills and the ability to employ a diplomatic approach when dealing with difficult/sensitive situations
- Be aware that some matters dealt with are of a confidential nature and to approach these discreetly, confidentially and with integrity
- Hard-working, reliable and enthusiastic: a positive, co-operative team player
- Proactive, flexible and self-motivated with outstanding attention to detail and a desire to achieve and deliver results to the highest standards
- Excellent interpersonal skills, oral and written communication skills

- Excellent minute-taking skills in large, complex meetings
- High level emotional intelligence and integrity with a sense of humour and a can-do' attitude
- Highly self-motivated with a willingness to go the extra mile
- An enthusiasm for professional development with proven the ability and willingness to learn new skills
- Excellent presentation skills with a high degree of attention to detail with ability to multi-task with a high degree of personal drive and motivation
- Adaptable and able to prioritise effectively, managing multiple tasks and deadlines using your initiative to meet ever-changing needs and priorities
- Excellent literacy skills to prepare correspondence and reports and maintain records to a high standard with a focus on attention to detail and accuracy of spelling, grammar and punctuation

Desirable:

- Experience of working with children or young people
- Awareness of Health and Safety issues (First Aid training will be provided)
- Capable of working independently and collaboratively as part of a team
- Experience of working with SIMS, Evolve, SOCS and/or similar databases
- Experience and understanding of the nature of independent education and of the high expectations within the sector
- Fully understand and promote the aims and ethos of the School



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.

TRAINING

- Where necessary, to attend INSET training or undergo other on the job training under the general direction of the Head of Department or training outside the school to increase competence, proficiency and safety awareness

SALARY

This post is full-time, Monday to Friday during Hampton School term time to start as soon as possible. Working hours will be 8.00am to 4:00pm, however, there is some flexibility. It is a requirement of the role to be based on site at Hampton School during Hampton term time.

Hampton has a generous support staff pay scale. The salary will be commensurate with skills and experience of the successful candidate. Salary will be pro-rata to reflect the term time working arrangement.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in an appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling. Annual leave should be taken during the School holidays.

Hampton School is pleased to be a London Living Wage employer.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors. And may be withdrawn or changed at any time.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

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 Policy and Procedures at all times. The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.



For an informal discussion about the role and requirements, please contact
Human Resources via [**recruitment@hamptonschool.org.uk**](mailto:recruitment@hamptonschool.org.uk) or
call **020 8979 5526**.

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www.hamptonschool.org.uk