



SCHOOL ADMINISTRATOR

FULL TIME

We are seeking a highly organised, efficient and customer focussed School Administrator to join Hampton School.

The role will support a wide range of functions across the School including admin support within the Bursary/Finance Team, dealing with general enquiries, minute-taking for internal meetings, purchasing and general support across the School. The successful candidate will be an excellent team player with strong IT, administration, secretarial and organisational skills and will be confident communicating via email, telephone and face-to-face. Meticulous attention to detail, discretion, resilience and a friendly, customer-focussed approach is important for success in the role.

You will also enjoy working in a busy, fast-paced environment with varied responsibilities and be comfortable working to deadlines. The role would be suitable for candidates with office admin/finance or PA experience and who are flexible and adaptable to meet the ever-changing needs of both pupils and the School.

Hampton is one of the country's foremost independent schools and is rated 'exceptional' by the Independent Schools Inspectorate (ISI) for pupils' achievements and learning. Inspectors also praised the School for fostering a culture *"in which the individual matters and everyone's contribution is valued."* Equality, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

The role is office-based and core office hours are 8.45am to 4.45pm, Monday to Friday. The salary will be based on the Hampton School Scale for Support Staff and will be commensurate on the qualifications, experience and skills of the successful candidate. In addition there are attractive benefits such as including pension, private healthcare, cycle to work scheme, free on-site lunch during working hours and sports & fitness facilities.

We encourage applications as soon as possible and the School reserves the right to commence or complete the interview process at any time prior to the closing date.

CLOSING DATE: 9am 19 August 2022

Further details about the post and an application form are available on the School website's vacancies page www.hamptonschool.org.uk/contact/jobsvacancies/ Application forms to be sent to recruitment@hamptonschool.org.uk.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. 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. Hampton School is an Equal Opportunities Employer. Hampton School is a Registered Charity No 1120005. Company No 06264434.