



APPOINTMENT OF

SCHOOL ADMINISTRATOR

FULL TIME





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.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Between 20 and 30 Hamptonians are offered places at Oxford and Cambridge annually and 43 young men among the Class of 2020 have moved on to global top-10 universities; an increasing number go on to study at US Ivy League universities, often on academic and/or sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A further Regulatory Compliance Inspection (RCI) in 2019 reported the School to be fully compliant. A copy of the full ISI reports can be found on the School website.



SCHOOL ADMINISTRATOR

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.

The role is permanent full-time position based at Hampton School and core office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required.

For an informal discussion about the role and requirements, please contact **020 8979 5526**.

Closing date for applications:
9am on 18 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.



KEY RESPONSIBILITIES

The main responsibilities will include:

- To provide high level administrative support across the Bursary and wider School as required, including support for the Deputy Bursar, Assistant Bursar (Estate & Facilities) and Facilities Manager
- To work alongside the Bursar's PA and act as the first point of contact in the Bursary for any staff, pupil or parent queries
- Agenda preparation, minute taking and circulation of minutes for various meetings across the School i.e. Head of Department meetings, Heads of Year meetings and others, as required
- To prepare Pupil Detention letters/emails
- To answer the main Bursary telephone, respond to queries and direct queries, as required
- To respond to email in a timely and appropriate manner, direct and forward queries to other members of staff for their action, as required and associated filing
- Agenda preparation, minute taking and circulation of minutes for various meetings across the School i.e. Head of Department meetings, Heads of Year meetings and others, as required
- Liaison with suppliers and to administer the School's Purchase Requisition System (PRS), including processing purchase orders, working in close liaison with the School Accountants and bursary/finance team
- Work closely with the Bursar's Personal Assistant and Headmaster's Personal Assistant (HMPA) as required
- To assist with the preparation, updating, distribution and storage of relevant computerised and paper-based records, reports and information

- To assist with School and pupil filing, document retention, correspondence and other records in line with the School's Data Protection Policy Ensure the stationery store is kept fully stocked, and reorder items, as required.
- Franking machine duties – administration, supplies, re-filling with funds, franking post, as required.
- To cover for the Bursar's PA in her absence and to provide cover for main School telephone lines in the absence of the Bursar's PA and Headmaster's PA (HMPA)
- Deal sensitively with boys, parents, other schools, prospective parents and with the general public on a wide variety of topics, either in person, on the phone or by letter
- Data input across School specific systems
- To assist in updating the Staff Handbook as required
- To open post and distribute post as necessary
- To proof-read letters, correspondence, School Policy documents to ensure House-style, as required
- To undertake any other duties and responsibilities as required by the Bursar, Deputy Bursar, Deputy Head.

Other

- To undertake the role of Fire Marshal and First Aider as required. Training would be provided
- To attend INSET training relevant to the role, where appropriate to increase competence and knowledge.
- To undertake any other duties as reasonably required by the School.



PERSON SPECIFICATION

The successful candidate will have the following experience, skills and personal attributes:

- A commitment to promoting the safeguarding and wellbeing of children
- Experience of working in a professional office environment is essential and previous experience of working in a school office would be advantageous but not essential
- Outstanding administrative and organisational skills with a high degree of attention to detail
- Excellent written and spoken communication skills and confidence in communicating via email, telephone and face-to-face
- Excellent ICT skills are essential (including the ability to use a range of relevant software packages such as Word, Excel, Power Point and Outlook, knowledge of other database systems such as SIMS would also be an advantage)
- Experience and competence in producing and distributing accurate and timely minutes
- Awareness of the importance of data security and confidentiality, treating all information received in post in an appropriate manner and at all times demonstrating discretion and complying with the provisions of data protection law and the School's own privacy policies
- A professional, collaborative approach that inspires confidence in dealings with pupils, parents and colleagues
- Calmness and efficiency, with the ability to work under pressure when required to do so
- Experience of working to deadlines and delivering results
- Energy, commitment and enthusiasm directed towards the smooth running of the School Bursary
- Exceptional interpersonal skills, customer focus, a willingness to go the extra mile and a 'can do' approach.
- Good team player with a flexible outlook that supports the rest of the team
- The ability to identify and complete work independently and to be adaptable in order to meet ever-changing needs and priorities
- A willingness to assist and deal confidently with internal and external enquiries
- Professional, friendly/approachable and polite demeanour
- Aptitude and willingness to take on additional responsibilities as the role develops
- Commitment to the all-round ethos of the School.



OTHER

- To act as Fire Marshal and First Aider as required. Training will be provided.

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 Head of Admissions & Marketing, Bursar, Headmaster or anyone acting on their behalf

TRAINING

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

SALARY & BENEFITS

The salary will be based on the Hampton School Scale for Support Staff and the salary will be commensurate with on the qualifications, experience and skills of the successful candidate.

Hampton School also offer the following non-contractual benefits to staff, subject to any terms and conditions and the School’s eligibility requirements, including pension, private healthcare, cycle to work scheme, free on-site lunch during working hours, on-site parking and sports & fitness facilities.

The Governors review salary Scales each year to ensure they remain competitive and is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

The role is based at Hampton School and core office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required.

The annual leave entitlement is 26 working days per academic year. In addition to the 26 days, the job holder will also be entitled to the following periods as holiday:

Christmas School Holiday as notified (includes Christmas Day, Boxing Day and New Year’s Day) All bank holidays plus an additional day in May.



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.

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

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

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.

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.

The School reserves the right to offer the post at any stage in the appointment process.

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



**Closing date for applications:
9am 18 August 2022**

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

Further details about the post and an application form are
available on the School website's vacancies page.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk