Role Description

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| Job Title | School Office Senior Administrator, Maidwell Hall  |
| Reports to | Headmaster’s Personal Assistant, Maidwell Hall  |

## Job context

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates over 140 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the school’s next chapter, which will arguably be its most exciting and ambitious.

The School’s extensive gardens cover approximately 54 acres together with the main building and Pre-Prep Building. The team strives to achieve quality grounds and buildings through the maintenance, development and improvement of all areas.

## Job purpose

This Senior Office Administration role presents an outstanding opportunity for a seasoned administrator to further their professional growth and thrive within an educational setting.

As a Senior Administrator, you will hold a crucial position within the front-of-house team, delivering seamless administrative support to multiple departments. Your expertise will be vital in ensuring operational efficiency and accuracy, actively contributing to the overall functions of the school.

This is a compelling opportunity to become part of a team dedicated to refining administrative processes, which are integral to the school's efficient operations. The role actively contributes to delivering a consistently high-quality experience for our current and prospective pupils and their parents.

## Your accountabilities

1. **Administration duties:**

Conduct daily senior administrative duties including Engage reporting, leading and working alongside internal and external parties. Creating and managing data, promptly alert the Senior Management Team (SMT) to any omissions. Additionally, send out daily communications and monitor reports. Creating lists at the start of term for the whole school, send out to appropriate parties.

Weekly report detailing what is happening during the following week and which children are out of school. Sending out to all staff.

1. **Engage Database management:**

Under the guidance provided, manage databases related to current, prospective students, and past parents. Staff lists, form lists, boarding status, fire lists, parent contact details and whole school lists to be managed and kept up to date.

1. **School calendar and diary management:**

Develop SOCS calendar for whole school with items which can be viewed by parents and relevant internal colleagues.

1. **Marketing:**

Organise and send mailings to past, present, and prospective parents. Assisting to produce parent boarding communication which is sent bi-weekly. Managing jot forms for multiple departments, collating results and sending out to staff.

1. **Transportation:**

Provide support for various events, fixtures and trips. Book external coaches, school minibuses, liaising with the deputy head co-curricular and all staff regarding trips. Work closely with Uppingham School transportation department.

Setting up and launching app with specific information regarding school bus routes, liaising with parents which days children will catch their respective bus, communicating with drivers, planning cover when needed and working with the finance department to communicate charges for each child travelling on school buses.

1. **Additional Responsibilities:**

Communicating with parents weekly, coordinating and sending out specific items.

**Key relationships**

 **Direct reports:**

* Headmasters PA

**Other personnel:**

* Maidwell School Senior Leadership Team
* Maidwell Support Team
* Maidwell Teaching colleagues.
* Uppingham Group of Schools wider group colleagues

## Qualifications, skills and experience, personal qualities required:

**Skills and experience:**

* A clear administrative background
* Strong communication and excellent teamwork
* Strong IT skills including scrutiny and analysis of data
* Working in a busy environment with a focus on customer service

**Personal qualities:**

* Excellent interpersonal and written skills
* Self-motivated with good work ethic
* Highly organised, with the ability to manage multiple tasks or projects to tight deadlines
* Personable, supportive, and able to collaborate within a team, working collaboratively towards a culture which engages colleagues and fosters ideas
* Strong belief in the continuous improvement of customer service
* Diplomacy and sense of humour
* Be willing to work flexibly and outside normal school hours if reasonably requested to do so.

**Terms and conditions**

Working hours 27 hours per week, term time only (hours to be discussed)

Salary £16,167.28 per annum

Probation period 6 months

## Benefits

Holidays The annual holiday entitlement is 30 working days, of which up to 5 days must be taken over the Christmas period. Public holidays in term time are normal working days; a day off in lieu is given at another time.

Pension scheme Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for the School’s private health scheme

Free Westfield Healthcare

Free membership of dual-use Sports Centre (£25 annual joining fee)

Free staff lunches in term-time

School fee discount for school aged children

25% Holiday Club discount for children

Retail, gym, supermarket, cinema and restaurant discounts

Cycle to work scheme

Employee Assistance Programme

Occupational Health Services

Free annual flu jabs

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

Discounted RAC membership

Favourable rates and terms with local nursery

Working towards Investors in Diversity

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to recruitment@uppingham.co.uk, 01572 822216.

The HR Department

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