



Blundell's

PREPARATORY SCHOOL

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Prep School Administrator
Department:	Prep School
Report to:	Head of Prep
Date:	April 2022

ROLE

To provide administration support at the Prep School. Based in the Pre-Prep covering reception and day to day administration tasks including communications and event support.

SUMMARY OF DUTIES

- To undertake daily front of house duties within the Pre-Prep, welcoming pupils and parents, and managing email communications for the Head of Pre-Prep.
 - To primarily be based in Pre-Prep but with time set aside each week to be present within the Prep School and the Senior School.
 - To ensure that the Pre-Prep Daily Registers are completed and to follow up with any absentees in liaison with the Prep Office.
 - To administer the Pre-Prep Clubs in liaison with the Prep Office.
 - To manage the administration of Nursery sessions and termly funding through the official Headcount Forms in liaison with the Prep Office.
 - To provide information to the Prep office about communication specifically for Pre-Prep parents such as weekly Newsletters, notices and changes to the published calendar.
 - To provide first aid to Pre-Prep children, to ensure that the First Aid supplies are replenished and to administer medicine when required.
 - To be available as front of house for school events, in support of the Head Master and Head of Pre-Prep.
 - To meet with the Head's PA, Deputy Head and Prep Head of Catering on a weekly basis in order to plan catering requirements for school events.
 - To sit on the Friends of Blundell's Prep Committee as a representative of the school and to assist the committee in the organisation and promotion of their fund-raising activities.
 - To support production of communication materials and content for our website, social media platforms and publications.
 - Any other duties that may be reasonably requested by the Head Master or Head of Pre-Prep.
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PERSON SPECIFICATION

Essential Qualifications and Experience

- A proven ability to communicate effectively and accurately with the written word.
- Excellent interpersonal skills, including the ability to relate well to all people on all levels.
- The ability to work effectively as a member of a team.
- Strong organisation and administrative skills, with the ability to remain calm under pressure and work to tight deadlines.
- Good judgement and strong analytical and problem-solving skills.
- Excellent working knowledge of ICT applications.
- The desire to play an active part in all school events, throughout the week and occasionally at weekends.

Desirable

- Experience of Independent Schools and a thorough understanding of the key components of an outstanding Prep School educational offer.
- An awareness of recent important national educational developments.
- Experience of using social media to share information and photos.

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___