

Office Administrator Recruitment Pack



SOMERHILL
SOME SCHOOL

A LEADING INDEPENDENT PREP SCHOOL FOR GIRLS AND BOYS



A message from our Headmaster, Duncan Sinclair

We have a very special school here with a unique offering: the 'best of both worlds', the 'ideal mix' and the 'place I always dreamt of finding' are the comments we often hear from our parents or visitors. With co-educational learning until age 7, Somerhill offers single-sex classroom lessons until children leave us for senior schools, allowing uninhibited learning and bespoke strategies for the older girls and boys with all the benefits of a co-educational setting.

Our philosophy for the children at Somerhill is straightforward: happy children want to learn. Children are happy if they can play, participate widely and start to master skills of whatever kind, and our stunning setting and outstanding facilities offer endless opportunities for the children to find something that makes them smile.

We believe this offers you the perfect glimpse into our school life. However, to fully appreciate the extraordinary education that we offer and see our vision of confident, curious, and resilient children realised, we invite you to visit us at Somerhill. You will see that this really is some school, an exceptional learning environment where we grow amazing people!



Our unique school

Somerhill is set in a stunning 400-year-old Jacobean mansion surrounded in 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! We have excellent facilities including a multi-purpose sports hall, astroturf, indoor swimming pool complex and purpose-built music suite to name just a few.

Ours is a mixed ability school. Teachers really invest in the children and know them well, with lessons carefully planned to cater to all abilities.

We have very bright and capable pupils and send more pupils to grammar schools each year than any other local school. Destinations include Tonbridge Grammar School, The Judd School, and The Skinners' School. Some pupils are awarded scholarships at independent schools such as Tonbridge School, Sevenoaks School, Walthamstow Hall and Sutton Valence School at 11+/13+.

We also cater to children who find aspects of their learning more challenging and currently approximately 40 pupils receive additional support.

Located just to the south of Tonbridge, we are readily accessed by a slip road off the A21.



Between the ages of 2.5 and 7 years, girls and boys are together in the classroom. This environment promotes uninhibited development at an age when playing and learning are often synonymous. From 7 to 13 years, children benefit from a single-sex classroom environment, where girls and boys learn in different and bespoke ways. The moment classes finish, everyone is together - at break and lunch as well as for sports, music, clubs and activities. This really is the best of both worlds for our children.



'Positive mental health is given high priority' and 'the welfare of pupils is given prime importance.'
ISI – February 2024

Taking a holistic approach to education, we nurture academic, personal, spiritual, social and moral growth, enabling our pupils to become confident, curious and resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests and to show concern for others and the environment. To put it simply: we grow amazing people.



Office Administrator

Employment status: Part-time, fixed term (maternity cover)

Hours: Tuesday and Wednesday, 9am-6pm (term time plus two days during the holidays)

Salary: Competitive based on experience

Reporting to: Executive Assistant to the Headmaster

Required from: 23rd February 2025

Application closing date: 31st October 2024 (early applications encouraged)

Interview date: w/c 4th or 11th November 2024



Office Administrator: Job description

Reporting to the Executive Assistant to the Headmaster, this is a great opportunity for an office administrator to join our busy, multi-functional team and will allow the successful candidate to both innovate and improve processes and enhance the service to our wider school community.

We are seeking an experienced, enthusiastic, reliable and highly organised administrator to work on special projects as well as help support the day-to-day running of our busy school office and reception. With strong IT, literacy and numeracy skills, as well as an eye for detail, you will be able to work efficiently and accurately even during the busiest times, and support project-based initiatives across our school.

As a front-of-house administrator, covering our busy end of day collection period, you will be the first point of contact for parents, staff, pupils and our many visitors to Somerhill, representing our school in a professional and friendly manner. You will have excellent organisational and customer service skills, be a great communicator and passionate about supporting our pupils. You will enjoy working as part of a team in a busy office environment and working on your own initiative with ad-hoc projects.

This role is a fixed-term contract maternity cover, starting ideally from mid-February for a handover.

Specific requirements

- Provide administrative support on project initiatives across the school, ranging from status reporting to data input
- Co-ordinate the administration of before and after-school clubs including preparing a schedule, liaising with external providers, arranging rooms and administrating our parents evening and booking systems, and school calendar where required

- Deal with enquiries, answering telephone calls and relaying messages to staff and pupils and effectively managing routine enquiries
- Manage the after-school wraparound care booking system and produce registers
- Produce written procedures and school documentation
- Create MS forms and other communications to staff and parents where required
- Help and support the co-ordination of school events where required
- Rotate responsibilities with your colleagues to ensure greater depth of knowledge and experience across all sections of the school, and all systems and procedures
- Provide cover for other school office team members as appropriate
- Provide registration oversight and absence management
- Co-ordinate minibus bookings for sports fixtures, school minibus routes and trips using our in-house school minibus software
- Co-ordinate our school trip transport and provide administrative support for trip organisers
- Support first aid with the school matrons when required
- Undertake other duties as required by the Executive Assistant to the Headmaster, Headmaster, Head of Pre-Prep or deputy headteachers and, where appropriate, other departments

Qualifications, skills and experience

- Experience of working in a similar role
- Excellent verbal and written communication skills
- A self-starter with ability to show resilience under pressure and a collaborative working style
- Ability to work independently effectively as well as part of a team
- Effective problem solver and creative thinker
- Experience in prioritising and completing workload with the ability to meet deadlines with a high degree of accuracy
- Ability to remain calm under pressure

- Comfortable working with technical tools such as Microsoft Office in particular the use of Forms and Excel, as well as the school's data management systems (iSAMS), Vectare minibus booking system and the School Cloud
- Good attention to detail

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.



Employee Benefits



Support

Professional support through regular appraisals and CPD opportunities



Pension

Generous defined pension contribution scheme



Salary

Competitive salary package, regularly benchmarked



Reward

Staff recognition and reward opportunities



Cover

Group life assurance



Well-being

A range of well-being activities including fitness classes, tennis and book club. Free access to all on-site sports facilities on dedicated days



Lunch

Free hot lunches, salad bar and refreshments during term time



Conditions

Format of applications

Formal applications will only be accepted via the official Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to recruitment@somerhill.org. A tour will form part of the interview process but please visit our website which provides a lot of information about us.

Child protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead.

Offer conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with Children's Barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Health and safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety and others.

Further information

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role. Please note we reserve the right to close prior to the application deadline or extend the deadline depending on the number of applications received. Early applications are encouraged.

If you require any additional information, please do not hesitate to contact the Headmaster for a confidential conversation or Jess May at recruitment@somerhill.org for more general queries.





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Somerhill, Tonbridge, Kent, TN11 ONJ | 01732 353124 | recruitment@somerhill.org | somerhill.org