

Job Title:	School Administrator (Main House)
Hours of Work:	Monday to Friday 8.00am to 5.00pm term time plus 5 weeks during school holidays
Department:	Administration
Job Grade (if applicable):	6
Accountable to:	Head's PA and Head of Administration
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Swanbourne House School
Purpose of the role:	To support the day-to-day running of the school, working closely with the Deputy Head Academic and Deputy Head Pastoral for all academic, pastoral, safeguarding and attendance related administration.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.

Key Tasks:

General Administration

- Build and maintain excellent professional relationships with children, parents, staff and visitors.
- Provide a prompt, courteous and professional first response to telephone and email enquiries.
- Prepare and distribute clear, accurate communications to parents via iSAMS, My School Portal, SOCS and other platforms as required.
- Compile and distribute information for parents and staff.
- Deal sensitively with confidential information, particularly in relation to safeguarding and child protection, ensuring compliance with statutory Data Protection and Health & Safety requirements.
- Assist with the preparation and administration of formal events such as Prize Giving, Sports Day and other whole-school events.
- Provide support for school trips, including staffing coordination and travel documentation as required.
- Support the Head of Administration and wider School Office with general administrative duties as directed, including Leadership team diary management.
- Attend meetings to write minutes, if and when required.
- Manage the Home to School transport bookings on SOCS, liaising with parents and colleagues at Stowe.
- Play an active role in maintaining the accuracy of the school's online calendar.
- Ensure information is prepared and distributed in a timely and accurate manner.
- Undertake any other reasonable duties to support the smooth day-to-day running of the school and a willingness to be involved in all aspects of school life.
- Support the effective administration of meetings and events as required.
- Maintain confidentiality and follow school safeguarding procedures at all times.

Academic

- Support the administration of internal assessments, exams, scholarships and Pre-Tests.
- Assist with the preparation, distribution and monitoring of school reports and exam results via iSAMS.
- Coordinate the administration of Parents' Evenings including event setup, bookings and parent/staff support.
- Maintain and manage the school portal to support the sharing of academic documentation.
- Assist with the administration of assessment data and academic progress tracking.
- Assisting with the communication of key academic documentation.

Pastoral

- Assist with the administration of safeguarding software and documentation in line with KCSIE.

- Support with the administration of pastoral records.
- Assist with the monitoring of school attendance.
- Develop and support the structures that allow the effective provision of the “Beyond the Classroom” co-curricular program.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of GCSE or equivalent in English and Maths 	
Specialist Skills and Experience	<ul style="list-style-type: none"> • Strong data management and accuracy skills • Exceptional secretarial/administration/support skills • High proficiency of MS Office, including Word, Excel and PowerPoint • Ability to prioritise workload against agreed plans, deadlines and targets • Passion for running a professional and welcoming front of house • Good literacy and numeracy skills • Excellent verbal communication skills 	<ul style="list-style-type: none"> • Experience as a PA, Administrator or Secretary • Knowledge of working in an independent prep school or educational establishment • Familiar with iSAMS, SchoolCloud, My School Portal and SOCS (training will be provided) • Experience working with safeguarding systems or sensitive pupil records • Fast, accurate typing ability
Personal Qualities	<ul style="list-style-type: none"> • The ability to remain calm in stressful situations • High level of discretion and experience handling sensitive or confidential information • Ability to build effective working relationships with children and adults • Ability to work with multiple senior leaders • Good organisational skills • Meticulous attention to detail • Enjoyment of working with children • Proactive approach to spotting administrative gaps and improving processes 	<ul style="list-style-type: none"> • Experience working with safeguarding systems or sensitive pupil

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: May 2026

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of School Administrator we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5