



Appointment of
SCHOOL ADMINISTRATOR (MAIN HOUSE)

SWANBOURNE HOUSE
BUCKINGHAMSHIRE



WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head



Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

SCHOOL ADMINISTRATOR (MAIN HOUSE)

Hours of work: Monday to Friday 8.00am to 5.00pm plus 5 weeks during school holidays

Accountable to: Head's PA and Head of Administration

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.

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.
- Support the Leadership team with diary management and tasks that contribute to the effective running of the school.
- 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.
- Attend meetings to write minutes, if and when 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 programme.

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.



In this role we are looking for **Change Makers** who are:

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

VALUE SCALES

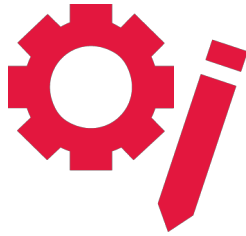
- 1** This value is the least important to the role
- 2** This value has some significance to the role
- 3** This value is desirable to the role but not essential
- 4** This value is important to the role
- 5** This value is essential to the role

COLLEAGUE BENEFITS



Discounted School Fees

At Stowe Group schools



Learning and development opportunities



Volunteer leave

Up to 2 days paid leave for volunteering



Shopping discounts

Through the 'Discounts for Teachers' website



Free refreshments



Free annual flu vaccine



Each person reward and recognition

Discounted shopping, cashback and access to diesel fuel card



£85 Annual Golf Membership

For you and immediate family (applies to permanent colleagues only)



Wraparound childcare

Free wraparound childcare available for all colleagues at Prep Schools



Enhanced holiday entitlement

Your contract will provide details of the exact holiday entitlement you will receive



Employee wellbeing programme

Including free access to counselling services, physiotherapy and more

YOUR APPLICATION

An application can be made by clicking on the job link on The Stowe Group vacancy page, this will direct you through to The Stowe Group recruitment hub applicant tracking system. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

This is a permanent role.

Lunch is provided free of charge.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

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The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.



THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Ashfold, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. 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.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. 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. We believe 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. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this 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.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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