



Ewell Castle School
Pre Prep School Reception Administrator
Further Details

5 days per week, 37.5 hours per week 8.30am to 3.30pm
Term time plus 2 weeks (38 weeks per year)

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

The Pre Prep school administration Team offer a highly professional and efficient central administrative service to the School's various stakeholders, including parents, pupils, staff and Governors as well as external visitors and are frequently the first point of contact with Ewell Castle School. The ideal candidate will have relevant or transferable administration experience of providing excellent customer service. An ability to remain calm and professional at all times in an extremely busy environment and the flexibility to adapt quickly to changing priorities is essential. An understanding of the day to day running of a dynamic school front desk would be an advantage as well as experience of providing First Aid although training will be provided, if required.

Working hours are 37.5 hours per week 8.30am to 3.30pm (38 weeks per year).

Potential candidates will need to demonstrate excellent attention to detail as well as the ability to work productively in a team and to use and set up efficient administrative processes using Microsoft Office. Experience of seeing tasks through from start to finish, despite distractions is essential, as is an awareness of the importance of confidentiality and safeguarding as well as data protection in a school setting.

Please see the separate detailed Job Description and Person Specification for further information on this role. All staff have the opportunity to become involved in the busy and varied co-curricular life of the School, from regular clubs, annual productions and events to supporting the Duke of Edinburgh and other trips.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales which currently track in excess of the maintained sector's pay grades (ECS Support Staff scale points 2-6) and will reflect the experience and qualifications of the successful candidate. Annual salary £19,237 - £20,820 full time equivalent.)

Benefits currently include:

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)

- Lunches are provided during term time, free of charge.
- The School has a generous Support Staff contributory Pension Scheme.
- Interest free loans are available for the purchase of computers through the school.
- A 'cycle to work scheme' is offered.
- CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.

Further information about the School and an application form are available on our website: <https://www.ewellcastle.co.uk/about-us/vacancies/>.

*A completed **application form** with a **covering letter** (maximum 500 words) should be sent to the Director of HR & Compliance as soon as possible to: recruitment@ewellcastle.co.uk.*

*Please note that we are unable to accept CVs. Correspondence should be marked '**Pre prep School Administrator: Confidential**'.*

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

22/12/2021