



Ewell Castle School
Senior Administrator - Operations
Further Details
Full Time – Year round

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, averaging approximately fifteen pupils 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 Senior Administrator – Operations is a pivotal role and consistently delivers a 5* administration service to the senior school. The ideal candidate would have relevant transferable Administration/operational experience and a real customer service focus. An ability to keep calm in a busy environment is essential and an understanding of the day to day running of a busy dynamic school would be an advantage. The successful candidate will be a proactive team player with a growth mindset who is adept at prioritizing and working on multiple projects across the school.

This role is a full time position for 8:00am – 4.00pm 5 days per week all year round.

Potential candidates will need to demonstrate excellent attention to detail, experience of working in a busy environment and the ability to work flexibly within a team with changing priorities. An awareness of the importance of confidentiality and data protection in a school setting is essential. Please see the separate detailed job description and person specification for further information on this specific role.

The starting salary for this position will be in accordance with the Ewell Castle Pay scales the role is banded (14-17). Ewell Castle Pay points currently track in excess of the maintained sector's pay grades and will reflect the experience and qualifications of the successful candidate.

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 '**Senior Administrator - Operations: 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.

20/05/2021