



ADMINISTRATOR AND SCHOOL SECRETARY



THE SCHOOL

Wimbledon Common Prep School (WCPS) is a pre-preparatory school for 175 boys aged 4-7 years. We provide a well-structured education that aims to instill a love of learning in a friendly, welcoming and attractive environment.

The School was founded in 1919 as a preparatory school for King's College School (KCS) and other public schools. The premises were originally in Wimbledon High Street but in 1957 the then owner acquired the current building on the Ridgway, opposite King's, where the school is now situated in a lovely building with a large playground area surrounded by trees near Wimbledon Village and the Common. The School remained in the hands of the Turner family until June 2006 when it was purchased by King's. WCPS has an excellent reputation and feeds pupils through to King's and many other respected schools.



THE ROLE

The Wimbledon Common Prep School Administrator and School Secretary role is vital within the school. The WCPS School Administrator and School Secretary works to support all aspects of the school and plays an important role in the smooth working of the school community.

The successful candidate will be collaborative in approach and empathetic in understanding the perspectives of a wide range of people. They will be highly motivated, proactive, and bring initiative to the role. They will be efficient, highly organised, attentive to detail, and committed to excellence, and have previous administrative/registrar experience, preferably at a senior level.

This role description is designed to be indicative rather than restrictive and may evolve. Key responsibilities are expected to include:

Communications and administrative support

- Responding to correspondence and emails, dealing with enquiries appropriately, using initiative as appropriate, and ensuring that all paper and digital correspondence is managed in a timely manner
- Drafting and typing correspondence, presentations, reports and documentation
- Proofreading documentation and correspondence carefully, ensuring that all documentation and correspondence meets the highest standards
- Arranging, attending, preparing and minuting meetings as required, including preparing agendas, and ensuring effective planning in advance
- Updating and distributing key documents, liaising with other staff regarding updates as appropriate
- Maintaining excellent digital and paper files, which are systematic, clearly labelled, and up to date
- Working closely with staff as regards regular or planned communications, to ensure that these proceed to schedule, including newsletters, start and end of term letters
- Recording file notes of correspondence and conversations in accordance with school systems
- Working as a team with other administrative staff to ensure that the senior management team is fully supported
- Managing purchases and expenses for the WCPS office, in line with school systems
- Notifying Merton Council about pupil leavers and joiners and sharing key safeguarding information with new schools
- Conducting the Independent Schools Council annual census on behalf of WCPS
- Arranging basic catering for meetings
- Facilitating extra-curricular club provision organisation in conjunction with the Head of Sport
- Oversee and sign in external club providers, liaising with King's HR about suitability checks
- Answer the door
- Sign in visitors to the school
- Support the PA to the head and deputy heads



THE ROLE (continued)

Stakeholder management within the school community

- Communicating sensitively with staff, current and prospective parents, pupils, governors, the wider school community, members of the public and external organisations on a variety of matters, in person, on the telephone, or by letter or email, and recording file notes of correspondence and conversations as necessary
- Ensuring that important personal events for staff are appropriately recognised, and liaising with other staff over arrangements for staff farewells, ensuring that all documentation is collated and prepared
- Keeping the school informed regarding all relevant matters, arising both formally and informally, connected with the school and school personnel
- Managing the processes connected with Christmas cards and end of term activities
- Advising and assisting parents with urgent, sensitive issues and make arrangements for them to see senior members of staff, as appropriate
- Managing the twice-daily pupil registration process, assisting the WCPS Secretary as required, monitoring the absence line and producing termly registration reports
- Monitoring the WCPS answerphone, updating messages as required
- Liaising with the Friends of Squirrels regarding contact details and internal events for parents
- Assisting the senior leadership team in the production and distribution of homework diaries
- Maintaining accurate pupil and parent records on the school database and assisting with the annual rollover

process, entering shadow information into the school database

- Overseeing the categorisation and redistribution of lost property and facilitating charity collections
- Liaising with the King's bursary and school uniform shop
- Co-ordinate the school photographs
- Conduct parent tours in the absence of the Senior Leadership Team
- Help facilitate open mornings

Website and digital management

- In conjunction with the Headteacher to develop and keep the website up to date whilst ensuring that all information on the website is kept current and relevant and that it conforms to the requirements of the ISI and Data Protection.
- Ensuring policies, calendar dates, term dates, job vacancies, etc are updated on the website
- To ensure that the website maintains a professional outward-facing look to prospective and current parents.
- Ensuring the WCPS ISI page is up to date, ensuring that numbers and dates are current and keeping the Headteacher informed of any changes.
- Ensuring in conjunction with IT Parent Portal a system for parents to access data safely and remotely.
- Managing the parent portal and school calendars
- Liaise with the King's College marketing team



THE ROLE (continued)

Other activities

- Supporting preparations for ISI inspection as required
- Supporting matters relating to school procedures and policies, for instance behaviour, safeguarding and staff matters as required
- Completing research, analysing findings and providing summaries for the WCPS Headteacher as required
- Seeking and acting upon professional support and advice as required, and being committed to undertaking relevant training and continuing professional development
- Conducting playground supervision duties as required
- Any other reasonable duties, as required by the WCPS Headteacher

Person Specification

The successful candidate is likely to have:

- Experience of office management
- Experience of pupils admissions
- Experience of marketing a school
- Strong interpersonal skills, excellent judgment and diplomacy when dealing with staff, parents and pupils
- Resilience, dedication and a willingness to go the extra mile as needed
- Adaptability and flexibility, with the ability to prioritise effectively, manage a busy workload and work independently
- A 'can do' attitude and a willingness to take on tasks that arise

- Calmness, proactivity and positivity under pressure
- Excellent diary management and organisational skills
- Confident, effective and assured communication skills, both in written and verbal form
- Ability to build strong relationships at all levels
- A proactive approach and commitment to ongoing improvement and development
- An understanding of confidentiality and the highest standards of discretion
- Excellent IT skills (including Microsoft 365 applications including Outlook, Word, Excel, PowerPoint and Forms)
- Excellent proofreading skills
- Great attention to detail and accuracy
- A desire to work with children and be immersed in the life of a busy school
- An understanding of and support for the aims and ethos of the school

Terms & Conditions

- Start date: Summer term 2025 (to be discussed with successful candidate)
- Hours of work: 8.15am - 5.00pm, Monday to Friday
- Term time only plus an additional 150 hours
- Salary: circa £30,000 - £32,000 per annum
- Pro rata holiday, based on the full-time equivalent holiday allowance being 25 working days per year plus statutory English Bank Holidays (only to be taken during school holidays)



APPLICATION PROCESS

A completed application form, with full CV and covering letter in support of your application, should be sent, preferably by email, to recruitment@kcs.org.uk or by post (marked 'WCPS Application' in the top left-hand corner) to:

Ms Samantha Anderson

Human Resources Advisor
King's College School
Southside
London SW19 4TT

CV: Please use the CV to highlight your skills, knowledge and expertise that match the role details, main duties and responsibilities. Your CV should ideally be a single-sided A4 sheet.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. Your CV should ideally not exceed two sides of A4.

Please note: incomplete applications (without all three requested documents being submitted) will not be accepted.

Arrangements will be confirmed prior to interview, and further details provided.

Closing date: Thursday 17th April 2025

Interviews to be held on Friday 25th April 2025

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk telephone the HR department, tel. 020 8255 5308 to find out more about the interview process.

Early applications will be welcomed - the interview process may be staged, and some interviews held in advance of the closing date if there is a large number of applicants for the role.

The school reserves the right to appoint at any stage in the process.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Wimbledon Common Prep School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced DBS disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.



SAFEGUARDING AT WCPS

As part of King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT WCPS

As part of King's, we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of

behaviour, whether in person, at school, or in the virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

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