



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and, as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A level/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment. Behind all of this there needs to be a team of administrative staff ensuring that we fulfil our legislative and operational requirements, that our various activities are co-ordinated effectively and that we ensure a constant communication path for parents and agents.

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Job Title:	GENERAL ADMINISTRATOR
Contract	Temporary Contract for a maximum of 8 weeks from 23 June to 20 August 2025. Offers of employment are subject to the course being able to run and final student numbers.
Location:	Sherborne Newell Grange Campus and/or Main Sherborne School Campus.
Line Manager:	Administrators are line managed by the Compliance Operations Manager, who will direct in daily duties, but ultimately report to the Director of Short Courses.
Remuneration:	Currently £11.90 - £12.50 per hour (depending on skills and experience). <i>To be reviewed in April 2025.</i>

Hours worked until approximately the 20th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch may be taken in the school dining room on working days.

Holiday:	In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment. Administrators are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contracted period.
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Hours of Work:	37.5 hours per week, likely to be Monday to Friday, 8.30am to 5.00pm, less one hour unpaid lunch break. However, some flexibility in hours will be required to meet the demands of the post.
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- Probationary Period:*** In accordance with School policy, offers of employment are subject to a probationary period of up to six months.
- All summer course contracts are subject to a one-week notice period by either side.
- Medical Fitness:*** Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
- DBS Disclosure (Police Check)/References:*** As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
- Post-holder's Responsibility:*** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or on the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

MAIN PURPOSE

The Administrator will assist the Short Course Management Team in the efficient running of the summer course. Duties will be many and various, including: answering phone calls; responding to emails; assisting students with general queries and orientation; collating, photocopying, filing, distributing and displaying documents; email communications with parents and agents; managing student applications and enrolments using the bespoke database (Resirva); managing student travel bookings to and from airports or other UK destinations.

The successful candidate will have strong written, oral and interpersonal skills, a well-presented, clean and tidy appearance and an organised disposition. Administrators will be a first point of contact for the School's students, staff and visitors and will be expected to represent the School positively and offer a friendly and professional customer service.

CORE DUTIES

- use the School's bespoke database, Resirva, (for which training will be given) to produce reports, manage and accurately update student applications and enrolments, communicate with parents and agents, identify a student's airport transfer requirements;
- liaise with the School's approved taxi companies to book taxis to/from UK airports or other UK destinations, ensuring that procedures for students travelling as unaccompanied minors are followed where necessary;
- assist students with their orientation around the campus to help ensure they attend classes and activities on time. Where a student is reported missing from a class or activity, assist in the search to find them;
- ensure visitors follow the Visitor Policy, are properly signed in and out and are supervised at all times whilst on site;
- ensure effective communication is maintained with the Short Course Management Team and other members of staff, using appropriate methods including phone, email, Teams chat, WhatsApp etc;
- assist in the production, appropriate distribution and display of School policies and risk assessments;
- assist with the collation of documents and maintenance of records required for School's inspectors;

- ensure that incident and accident reports are completed and brought to the attention of the Director of Short Courses;
- ensure that any complaints are promptly brought to the attention of the Director of Short Courses;
- update, distribute and maintain daily fire registers, student sign out lists, trip registers etc;
- respond to queries raised by parents/guardians and agents by phone, email and in person;
- support pastoral care and student discipline around the campus, ensuring that any serious incident or breach of discipline by a student is reported to a member of the Short Course Management Team;
- liaise with the Domestic team and Estates team, to ensure that any damages are reported and dealt with, any repairs effected, and that the School buildings are maintained, clean and tidy and in good working order;
- set a high standard of behaviour and dress appropriately for the role;
- ensure that any relevant COVID-19 guidance is adhered to and manage and report any breaches appropriately;
- be alert to any and all safeguarding issues and ensure all concerns, no matter how trivial they may seem, are reported to the appropriate staff in a timely manner.

Any other duty commensurate with the post and as the Director of Short Courses or Compliance Operations Manager might reasonably expect.

Training Requirement for Administrators – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	When
Administrators are required to attend compulsory training sessions.	Between Sunday 29 June and Tuesday 1 July 2025
Safeguarding (Child Protection) and Prevent Training	During induction days
Health and Safety Essentials	Online training module
GDPR in Education	Online training module
Fire Awareness	Online training module
Training with Line Managers	Induction days and in daily meetings

PERSON SPECIFICATION:

Qualifications	Essential	Desirable
Minimum GCSE grade C in English Language and Maths	x	
A full, valid driving licence		x
Experience	Essential	Desirable
Previous administrative experience within an office or school environment		x
Previous customer-service experience		x
Skills and Personal attributes	Essential	Desirable
Strong written, oral, interpersonal and communication skills	x	
Proficient in use of MS Office suite including Word and Excel	x	
Competent in data entry skills and knowledge of databases, with ability to manipulate/collate data		x
Use of tact and discretion and ability to keep confidential any personal and sensitive information	x	

Strong organisation skills and an eye for detail	x	
Friendly and approachable disposition	x	
Energy, enthusiasm and commitment to the role	x	
Ability to manage and prioritise own workload	x	
Ability to work independently, use own initiative and remain calm under pressure	x	
A good team player, and willingness to 'muck in' to get the job done	x	
A willingness to learn and undertake a wide range of skills and tasks	x	
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne Schools Group that all our workplaces are smoke free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all areas of the school, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

Pension:

Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).

Method of Application

To apply, please complete the Sherborne Schools Group Application Form and return it to hr@sherborne.org

In the event of any queries please contact:

Samantha Belgeonne, Compliance Operations Manager

Tel: 01935 814743

Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received, preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.