

**School Office Administrator and Admissions Coordinator from January 2025
(Fixed Term Full Time for remainder of the Academic Year)**

About our School

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to 285) pupils are Day Pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter. Music permeates the whole life of the school and is central to our ethos, in the context of a holistic education.

Until September 2023, all Cathedral Choristers were boys; we now educate girl Choristers as Day Pupils (they will board from September 2025, following a major refurbishment project). In the context of this project, the recent growth of our school roll and the retirement of the long-term post holder (Head's PA and Registrar), we are developing a separate Admissions Coordinator role.

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Around 85 teachers and support staff (full and part time), all contribute, directly or indirectly, to the safety and wellbeing, the holistic development, progress and success of our pupils. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

Our major entry points are at 4+, 7+ and 11+ and there are limited occasional spaces available in other year groups. Our school roll is currently full other than for Chorister places. We admit boy and girl Choristers usually between Years 2-5 (following voice trials available from Y2 upwards, combined with in-school assessments).

The School Office Administrator and Admissions Coordinator will play a key role at the heart of our busy school, and warmth, flexibility, kindness, and efficiency of communication, as well as accuracy of administration will be essential for the successful candidate.

School Office Administrator and Admissions Co-ordinator Job Description

School Office Administrator and Admissions Co-ordinator Responsibilities:

- to support the School Secretary with administrative running of the School Office.
- to support the Senior Team with administration as required.
- to co-ordinate the Pupil Admissions process for day pupils.

General Administrative Duties

- Supporting the School Secretary to manage pupil and staff database.
- Supporting with administration e.g.: photocopying, filing and archiving
- Supporting with school correspondence and communications e.g.: newsletters
- Producing documents as required e.g.: parent letters, information for events.
- Co-ordinating diaries for the Head and Deputies as needed.
- Dealing professionally with parent and staff queries, and supporting visitors to the school.
- Providing cover for the administrative team for holiday periods or periods of absence, as needed.

Specific Admissions Co-ordinator Duties:

- Providing a welcoming and helpful point of contact to prospective parents and pupils throughout the admissions process
- Dealing with all enquiries to the school which come in via admissions@spcs.london.sch.uk (the school's main email inbox), phone or via website, forwarding on or actioning as required
- Arranging tours of the school
- Arranging meetings with Head or Head of Pre-prep for prospective parents
- Receiving and acknowledging registration forms, liaising with Finance Department to confirm payment of registration fee, entering details on school databases (ISAMS)
- Filing all registration forms according to year of entry, and managing the waiting list.
- Inviting registered pupils to assessment (in September for November 4+ entry and October for January 11+ places)
- Arranging assessments at other times during the school year for occasional places in conjunction with Deputy Head Academic/Head of Pre-prep
- Liaising with key staff (School Secretary, Bursar, SENCO, Deputy Head – DSL, Deputy Head Academic, Head of Data and Assessment), Cathedral Music Dept, to ensure all aspects of pupil admissions are appropriately considered
- Developing relationships with sending schools and nurseries, promoting the opportunities offered by SPCS
- Supporting with Open Days and new parent and pupil events.
- Issuing, tracking and monitoring joining forms from new parents.
- Working with the lead for Chorister recruitment to support admissions into boarding.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.

Person Specification: School Office Administrator and Admissions Co-ordinator

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter. In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.

	Essential	Desirable
Qualifications and Experience	Experience of administrative work	Experience of administrative work in a school
	Commitment to safeguarding of children and young people	Understanding of safeguarding issues relevant to admissions function
Knowledge	Basic skills in IT (Microsoft Office Suite)	Experienced user of IT, including databases, spreadsheets, management information systems
	Understanding of GDPR and the importance of confidentiality	Experienced in working with regard to GDPR and handling confidential matters.
	Understanding of Equality Act (2010)	Understanding of aspects of Equality Act (2010) relevant to admissions function
	Awareness of and familiarity with SEND terminology and good practice	Understanding of SEND admission issues including reasonable adjustments and access arrangements
Personal competencies and qualities	<p>Alignment with the Aims and Principles of the School</p> <p>Excellent interpersonal skills – a good listener and able to convey information aloud, clearly and concisely</p> <p>Reliable, organised and punctual</p> <p>Discreet and diplomatic</p> <p>Detail-focused</p> <p>Accurate, clear written communication</p> <p>Capable of multi-tasking in a busy office</p> <p>Flexible and adaptable</p> <p>Confident decision-maker</p> <p>Positive and optimistic</p>	

	<p>A problem-solving approach</p> <p>Able to prioritise own workload, to work independently and as part of a team.</p> <p>Reflective professional, able to identify and learn from error</p>	
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Hours, Terms and Conditions:

The working hours will be 08:00-16:30 (Monday to Friday). Occasional evening or weekend work will be required to support Admissions events.

This is a term time plus five weeks post. The post-holder will be required to work one week after the end of the Summer Term and should the role be extended, one week before the beginning of the Autumn Term INSET (staff training days), and three further school holiday weeks per annum, on a rota basis.

Lunch is provided. Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

Application deadline: Monday 20th January 2025