



SPRATTON HALL

Front Office Administrator



GENERAL INFORMATION

Spratton Hall is an IAPS day school for girls and boys. Situated at the edge of the village of Spratton, seven miles north of Northampton, the school is surrounded by beautiful rolling countryside. The school was founded in 1951 by KC Hunter, as a boarding prep school for 20 or so boys. In 1974, girls were admitted. At present, there are 392 pupils in the school, 277 pupils in the Prep School (Years 3-8) and 115 pupils in the Pre-Preparatory Department (Reception to Year 2).

JOB DESCRIPTION

Overview

At Spratton Hall, we are more than just a school. We are a warm, welcoming community where every child and family is known, valued and made to feel they belong.

We are looking for a friendly, organised School Administrator to join our front office team. As one of the first people that parents, pupils and visitors meet, you'll play an important role in creating a positive first impression while providing administrative, safeguarding and operational support to help the school run smoothly.

You'll be a key point of contact for parents, visitors and staff, dealing with day-to-day enquiries, supporting communication across the school and making sure important processes are carried out efficiently and professionally.

This September is an exciting time to join us as we move into our newly designed school office. You'll be part of a front office team of two, with the opportunity to help shape the new space and the experience it provides for our school.

This role is about much more than administration. It's about building relationships, supporting families and being someone people know they can rely on. Whether you're welcoming a new family, helping a parent with a question, supporting colleagues or making sure safeguarding procedures are followed, you'll be an important part of daily life at Spratton Hall.

If you enjoy working with people, take pride in providing excellent customer service and share our values of kindness, professionalism and community, we'd love to hear from you.

The role is based on site, working 11.00am – 6.00pm, Monday to Friday, 44 weeks per year, with a salary of £20,500 per annum.

In return, we offer the opportunity to work in a beautiful setting, with free parking, breakfast and lunch during term time, and the chance to be part of a welcoming and supportive team.

Detailed Responsibilities

Key Responsibilities:

Front Office & Communication

- Welcome every family with warmth, patience and genuine care.
- Be a friendly point of contact for parents throughout their child's school journey.
- Answer incoming phone calls and respond to parent, visitor and general enquires.
- Pass on messages and information from parents and visitors to relevant staff promptly
- Managed the school's general email inbox during working hours

Safeguarding & Compliance

- Ensure all visitors follow safeguarding procedures, including signing in and wearing ID badges.
- Work with HR to conduct and record safeguarding checks for contractors and other visitors
- Maintain accurate staff and pupil register, ensuring updates are made as required.
- Support the school in executing emergency procedures, including lockdowns, evacuations and first-response communication.

Transport & Minibus Management

- Manage mini bus booking for staff and school activities.
- Coordinate minibus servicing, repairs, MOTs and routine maintenance.
- Maintain accurate logs of mileage, usage and compliance documentation.

Administrative Support

- Maintain and update school records, databases, and filing systems.
- Support the preparation of letters, notices and parent communications.
- Support staff with photocopying, printing, and resource preparation as needed.
- Other administrative tasks as set b the director of Finance and Operations

Operational Support

- Assist with daily school operations, including late arrivals, early collections, and pupil movements.
- Manage deliveries, post, and courier collections.

- Provide administrative support for incident reporting and health & safety logs.

Wider responsibilities:

- Attend all statutory training that is required to work within a School
- Be sympathetic to the school's aims and ethos
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

APPLICATIONS

Completed application forms, together with a brief letter of introduction, should be sent to HR & Recruitment Assistant, Lucy Woodhouse, a curriculum vitae is not required but may be included if you wish.

To request an application form, please email hr@sprattonhall.com.

Completed application forms should be returned by email or by post to:

Spratton Hall
Smith Street
Spratton
Northamptonshire
NN6 8HP

We reserve the right to close the application window earlier for the right candidate following successful interview

SAFEGUARDING

Spratton Hall is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management. Please follow the link below to find Spratton Hall's Recruitment and Selection policy and Safeguarding Policy.

[SAFEGUARDING POLICY](#)

[RECRUITMENT AND SELECTION POLICY](#)