



St Swithun's
Prep School
WINCHESTER

Prep School Administrator

Required from September 2026
13.00 to 18.15 Monday to Friday, term time only
£28,610 FTE, £16,059.28 pro rata





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Welcome from the Prep School Head



Liz Norris, Prep School Head

Thank you for your interest in joining St Swithun's Prep School.

St Swithun's Prep is a vibrant and forward-thinking school where children are encouraged to be curious, confident and enthusiastic learners. We take great pride in providing a rich range of opportunities and experiences, ensuring every child is valued and supported to thrive.

At the heart of our school is a strong sense of community. The Prep School Office plays an important role in that community, providing a warm welcome and high-quality support to pupils, parents, staff and visitors alike.

We are seeking an enthusiastic, organised and personable individual to join our office team on a part-time basis.

I hope this information pack gives you a flavour of life at St Swithun's Prep and the qualities we value in our staff. I very much welcome your application and look forward to meeting you.



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Welcome to our school

St Swithun's Prep School in Winchester accommodates up to 200 girls aged 4-11 with a co-educational nursery and preschool.

The prep school is housed in a pair of modern buildings that opened in 2015 and 2016. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building contains a Gym and a multi-purpose auditorium with retractable tiered seating.

The Prep School adjoins St Swithun's Senior School, a leading GSA school offering day, weekly boarding and full boarding for 500 girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.



The schools are set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.



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All about us

Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous **honour and privilege** to be a key influence in their development.



At St Swithun's prep school, **children's happiness** is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils **flourish** in every way during their time with us.

Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education, and we place enormous importance on celebrating **diversity** in everything that we do. We offer an inclusive, yet appropriately competitive, sports programme, and we **encourage** children to have fun, take risks and get stuck in to all that we have on offer.





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Role overview

The Prep School Office is at the heart of our school and serves as the first point of contact for pupils, parents, staff and visitors. As such, it plays a vital role in creating a welcoming and professional experience for everyone who interacts with the school. We are looking for a talented administrator with a positive, can-do approach, excellent interpersonal skills and a genuine enjoyment of working with children.

Working alongside the office manager (who also acts as PA to the Prep School Head) and a full-time administrator, the successful candidate will be responsible for a wide range of administrative duties including managing telephone and email enquiries, supporting pupil registration processes and helping to ensure the smooth running of the busy Prep School Office.

This is a varied and rewarding role that requires someone who is highly organised, adaptable and able to respond confidently to changing priorities. The post holder will regularly interact with pupils and will provide first aid support when required, making empathy and a caring approach essential.

The successful candidate will thrive in a collaborative environment, enjoy working as part of a team and take pride in providing a professional and responsive experience for the whole school community.



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Prep School Administrator

Key responsibilities continued

Administration

- Respond to emails in a professional and timely manner, following agreed guidelines.
- Co-ordinate the booking of first aid training for staff and update relevant records.
- Process incoming and outgoing post, ensuring post is received and distributed efficiently. Outgoing post should be delivered to the senior school daily.
- Support Prep School staff with reprographics, photocopying and publishing work as required.
- Support with the co-curricular activities register and other administrative tasks for co-curricular arrangements.

Communication

- Liaise with other departments across the school to ensure smooth daily operations, including the bursary, HR, domestic and maintenance teams.
- Act as the key link between the school and the Parent Teacher Association (PTA), promoting engagement, communication and partnership opportunities.
- Support the office manager with additional administration as and when required. This may include contact with parents, staff and external agencies via telephone, email or SchoolPost.
- Supervise the departure of children from after school clubs.



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Key responsibilities

Other day to day tasks

- Promote a professional image of the school by providing courteous and effective support to visitors, pupils, parents and staff.
- Ensure all visitors are signed in and can be clearly identified by wearing a visible lanyard or badge.
- Input and update pupil information on iSAMS as necessary.
- Provide cover for the office manager and administrative colleagues when required.
- Be a first responder providing emergency aid or first aid to injured children. Provide care and supervision to children in the prep school medical room. (Full paediatric first aid training will be provided)
- Monitor stocks of first aid equipment, kits and medication across the prep School including trip bags. Ensure supplies are fully stocked and within expiration dates.
- Administer prescribed medication to pupils including adrenaline pens and asthma inhalers, along with some unprescribed medication, as necessary.



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Person specification

Essential

- Experience in a customer-facing administrative role.
- Excellent interpersonal and communication skills.
- A warm, professional and approachable manner.
- A genuine interest in working with children and supporting their wellbeing.
- Strong organisational skills and attention to detail.
- Good working knowledge of Microsoft 365, including Outlook, Word and Excel.
- Ability to manage changing priorities in a busy environment.
- Ability to build positive relationships with pupils, parents, staff and visitors.
- Discretion, integrity and the ability to handle confidential information appropriately.
- Willingness to undertake paediatric first aid training and provide first aid support to pupils.

Desirable

- Experience working in a school or other child-centred environment.
- Paediatric first aid qualification or experience supporting children's wellbeing.
- Knowledge of iSAMS or a similar database or management system.
- Reception or front-of-house experience.

These qualities will be assessed through application, references and during the interview process.



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a permanent role with usual working hours of 13.00 – 18.15 Monday to Friday, totalling 26.25 hours per week. The role is for 39 weeks per year (comprising 35 weeks of St Swithun's term time and INSET days, plus four extra weeks in the holidays). The post holder will receive 5.6 weeks of paid holiday, with the remaining school holidays being taken as unpaid leave. The salary for this role is expected to be £16,059.28, calculated pro rata from an FTE figure of £28,610, for the hours and weeks worked.

The school offers a range of benefits, which includes:

- Generous DC pension scheme with salary sacrifice option
- Free membership of the school swimming pool and free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments whilst working
- Access to an employee assistance programme

APPLICATION

The closing date for applications is Wednesday 19 August 2026 at 9.00am.

Interviews are expected to be held on 1 and 2 September 2026.

Please complete our online application form which can be found [**here**](#). For any queries about the role or the application process, please contact the HR Department on 01962 835798 or by email at recruitment@stswithuns.com

Applications will be considered as they are received, and we reserve the right to close applications before the closing date.



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Child protection and safeguarding

“St Swithun's is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.



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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).



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