



THE CAVENDISH SCHOOL

Data Administrator & School Office Receptionist

The Position

An opportunity has arisen to join the busy School Office in this successful independent primary school from September 2026, or as soon as possible thereafter.

Applicants should note that the school does not expect candidates to have experience in all areas of the job description as appropriate support and training will be offered to the successful candidate. Aptitude, initiative and an ability to learn will be desirable. The job description gives a broad overview of the sorts of tasks which may be required but is not exhaustive.

The role will suit a motivated and ambitious administrator/receptionist who is seeking to develop their skills within a school setting. The job requires a willingness to contribute to the wider life of the school. There will be constant interaction with pupils, parents and staff.

First aid training is required and will be provided for the successful applicant.

Working hours

This role is a full-time position with working hours of 10am-6pm Monday-Friday with reduced hours in the School holidays. There is some flexibility for this role to be mainly term time, with a few additional weeks to be worked in holidays, such as Easter, Christmas and summer.

Salary

The salary offered is flexible and will be set to attract applicants of high calibre and potential.

Should you have any queries, please contact Mrs Kerry Dignan on hrcomp@cavendish-school.co.uk or 020 7485 1958.

Applications

Applications are to be made using the Cavendish application form sent by email to Kerry Dignan, Head of HR & Compliance, via (hrcomp@cavendish-school.co.uk). The closing date for applications is 9am on Tuesday 1st September 2026, although applications will be processed as they are received. The date of interviews is Wednesday 9th September 2026.

Job Description and Person Specification

I Job Description

Position	Data Administrator & School Office Receptionist
Reports to	Head of HR & Compliance
Hours	This role is a full-time position with working hours of 10am-6pm Monday-Friday with reduced hours in the School holidays.
Annual Leave	30 days of annual leave per year plus statutory holiday allowances and annual Christmas closure (up to 2 weeks)
Job Summary	To provide effective and efficient reception and administrative duties in the School Office to support our parents, pupils and staff
Main Responsibilities	Data Data Management of the Schools management information system (iSAMS), including: • iSAMS administration queries and updates • Confidential form management • Run various reports • Process admission forms for new pupils • Upload pupil photographs • Contact leavers' new schools to confirm roll on date • Medical/other information being logged • Updating parent information when required • Inputting independent educational needs for new joiners under the SEN profile • Add leavers' destinations for Year 6 pupils • Send bulk emails to parents (using Email Wizard) Registers (in conjunction with School Secretary) • Add 'out of school' notifications to school information management system (iSAMS) as soon as received from parents • Check the afternoon registers are complete and accurate • Chase any absences as necessary with teachers and parents • Update daily absence list as necessary throughout day Support with • Be the welcoming and friendly face of the School and immediate point of contact for all parents • Welcome and manage visitors: take copies of identification (ID) documents and inform member of staff of their arrival. Escort around school as necessary • Collating permissions for educational visits and fixtures • Maintaining an efficient and tidy school office, staying at the end of the day until this has been achieved

	• Dealing with all postage; assisting with the safe postage of safeguarding documents, including recording these onto the shared spreadsheet • Assisting teachers with bulk photocopying • Phone extension list • Dietary/medical requirement list with pictures for kitchen team, first aid room and staff • Updating staff picture board • Updating pigeon holes • Organising after-school care to include bookings and liaison with after school care staff • Receiving and responding to emails and telephone calls • Receipt and despatch of school correspondence and distribution within school • Taking of admin team meeting minutes • Parents evening set up on School Cloud • Printing and design of school certificates and birthday and leavers book plates when requested or needed • Golden book administration • Sending and filing of end of term reports • Crisis management lists • Emergency register for staff and pupils • Assessment year group tracking and APP sheets • Pupil planners • Alongside the School Secretary, update the COSHH lists and first aid risk assessment Manage • After school clubs administration to include: liaison with Club Supervisors, mailings to parents, bookings and distribution of relevant information, production of registers, allocation of venues • Parent evening booking platform on School Cloud • Orders and resources: • Processing orders for resources and stationery • Receiving orders and ensuring transfer to recipient • Checking and coding invoices for orders, in conjunction with the Finance Officer • Stock cupboard management • Academic orders and resources, including textbooks, exercise books and planners • Bookings for residential visits, including travel and collation of pupil permission forms • End of term awards – arrange the return of all trophies from previous winners and set up awards table for awards assembly
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	First aid • Act as First Aider for the school and inform colleagues of any concerns • Deal with pupil illness and injury and contact parents as necessary • Record all first aid accidents/incidents/medication administered Fire & lockdown drills/evacuations • Act as one of the School's Fire Wardens • During fire alarm drills and/or fire evacuation procedures, assist the Head's PA/School Secretary in checking and ensuring the safe evacuation of all staff and visitors • During lockdown drills/procedures, assist the Head's PA/School Secretary to ensure the safety of all persons in the reception area, guiding them to the back offices
Other Responsibilities	Such other duties that the Head, Bursar and Head of HR & Compliance may reasonably and from time to time require to contribute to the overall ethos, work and aims of The Cavendish School.

II Person Specification – Criteria

Experience	• General reception and/or administrative experience • Previous School experience (desirable)
Attitude and Approach	• Self-motivated, high initiative and able to work under own direction • Capable, hardworking and determined • Ability to learn new skills required for role • Demonstrates a friendly, approachable and welcoming demeanour at all times, ensuring a positive and professional experience for all visitors, pupils, parents and staff. Maintains a calm and polite attitude, even in busy or stressful situations • High level of discretion and ability to maintain confidentiality • Ability to remain calm under pressure and be tactful in challenging situations • Commitment to offering a high level of service to current and prospective parents, pupils, staff and governors
Skills	• Excellent written and spoken English • Ability to liaise politely and confidently with members of the public and the school community • Good organisational skills • Excellent attention to detail • Ability to manage and prioritise own workload and keep concurrent short and long-term deadlines • Ability to work as part of a team and to initiate and maintain highly positive and effective working relationships with others • Good time management skills • Strong IT and typing skills with a sound knowledge of Microsoft Office • Experience of school management information systems (desirable)

The Cavendish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Safeguarding Policy. A copy of this procedure is available on request.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Subject to statutory provisions, no applicant will receive unfair or unlawful treatment on the grounds of a Protected Characteristic. The ability to perform the job will be the primary consideration.