



## **Job Description**

### **School Secretary / Administrator**

## THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 340 children in our EYFS Provision, Pre-Prep, Prep and Senior departments, aged from 3-19. Those who board do so on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. In October 2022, the school received 'Excellent' in all areas in its ISI inspection, with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages' and most recently, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.'

### **Job Description:**

**During term time the position will run on a two-weekly rota, Monday – Friday:**

**Week 1: Three days at 10:00am – 6:30pm and two days at 9:00am-5:30pm**

**Week 2: Two days 10:00am – 6:30pm and three days 9:00am – 5:30am (to include 1 hour of breaks per day). There is some flexibility to the rota.**

**During the school holidays the hours of work will be Monday-Friday, 9:00am -5:00pm with ½ hour lunch break.**

Reporting to the Head of Admissions and working closely with colleagues across the academic and support teams, the School Administrator plays a central role in ensuring the smooth operation of the College's administrative and front-office functions. This is a varied and busy position requiring excellent organisational skills, strong attention to detail, and the ability to remain calm and efficient in a fast-paced and sometimes pressurised environment.

Based in the main school office and front reception area, the Administrator will be a key first point of contact for students, staff, parents, and visitors. The successful candidate will provide a professional, welcoming, and efficient service while supporting the wider work of the College through accurate data management, document production, and a range of administrative processes.

The post-holder will contribute to a culture of continuous improvement, working collaboratively with colleagues to enhance systems and ensure the administrative function supports the teaching, learning, and wider life of the College. All staff are expected to support the Catholic ethos and values of the school, as outlined in the Mission Statement and Aims.

This is an office-based role. The hours are 9:00am-5:30pm and 10:00am – 6:30pm on a 2-weekly rota (during term time) to include 1 hour of breaks per day, Monday-Friday. There is some flexibility to the rota. During the school holidays your hours of work will be Monday-Friday 9:00am -5:00pm with ½ hour lunch break.

### **Key Responsibilities:**

#### **General**

- Provide efficient administrative support to the teaching and support teams, ensuring the highest standards of accuracy and professionalism.
- Manage and maintain the school's Management Information System (iSAMS), including updating records for current students and parents, producing student timetables, and assisting with the academic year rollover in collaboration with the Timetable Coordinator and Bursar.
- Maintain accurate records of past pupils.
- Support the preparation and dissemination of reports, correspondence, and documentation for parents and staff, including curriculum and information booklets, school programmes, and timetables.
- Electronically filing documents, contributing to the development of a digital administrative environment.

- Provide administrative support to the Bursar for data protection matters, including Subject Access Requests.
- Ensure compliance with data protection regulations and maintain secure and safe data storage practices.
- Assist with data collation and submission for statutory returns such as the School Census.
- Attend school functions and meetings as required.

### **Communication and Liaison**

- Act as a point of contact for parents, staff, students, and external visitors, handling enquiries by phone, email, and in person.
- Disseminate internal communications efficiently, including school post and internal meeting minutes (e.g., Full Staff, Heads of Department, Heads of Year).
- Review and maintain the online school calendar (My School Portal), ensuring up-to-date and accurate scheduling.
- Take, store and disseminate minutes of staff meetings.
- Act as a point of contact for school uniform providers.
- Organise school photographs; act as the point of contact with providers.

### **Admissions**

- Support the Head of Admissions with the registration process.
- Support the Head of Admissions with new student files, including CAS and Visa applications and record-keeping in line with UKVI requirements.
- Attend regular UKVI review meetings and maintain the visa status spreadsheet for international students.
- Assist with the administration of the convalidation process and other requirements for overseas students.

### **Safeguarding**

- Promote and safeguard the welfare of students and young persons.
- Adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- Log all concerns, as appropriate, on CPOMS.
- Report any serious concerns to the School's Designated Safeguarding Lead.

### **Wider Responsibilities**

- Contribute to the Appraisal process.
- Complete appropriate training courses as requested.
- Carry out reasonable staff duties as required.

- Attend all meetings as required and contribute towards them either as an individual or as a member of a particular group (e.g. department).
- Attend school functions as arranged across the staff as a whole or within departments.
- Participate in the wider life of the School, supporting and assisting at events; including but not limited to concerts, shows, the Christmas Fayre and the School Fete.
- Attend and participate in all INSET and staff meetings.

### Health and Safety

- To maintain an excellent working environment with all maintenance issues dealt with quickly and safely.
- To adhere to all health and safety policies and procedures.
- To be fully aware of all safeguarding procedures, including emergency and security procedures.
- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others.
- Provide first aid support to the school community.

All staff are expected to perform such other tasks as may be reasonably requested by the Head Teacher.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Head of Thornton College in support of the Aims of the School. Job Descriptions are subject to annual review.

### Requirements:

- Proficient in Microsoft Office applications, with particular strength in Outlook, Word, and Teams, and a working knowledge of Excel.
- Experience in using a school Management Information System (currently iSAMS), with the ability to learn and adapt to other platforms used by the College, including MySchoolPortal, School Post, and Evolve.
- A team-oriented approach, with a positive, flexible, and proactive attitude to supporting colleagues and responding to the needs of the school.
- Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines effectively.
- Excellent interpersonal and communication skills, with the ability to engage confidently and professionally with a range of stakeholders including students, staff, parents, and external visitors.
- Experience in taking accurate and well-structured minutes for a variety of meetings.
- Demonstrated ability to exercise discretion, handle sensitive information with confidentiality, and act with tact and diplomacy in all situations.