

PREP SCHOOL OFFICE ADMINISTRATOR

REQUIRED FOR 28 AUGUST 2025

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



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WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact the Recruitment Team (recruitment@jags.org.uk) if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension Scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

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THE ROLE

JOB TITLE:	Prep School Office Administrator
TERMS & CONDITIONS:	Full Time, 40 hours per week Term time plus 12 days Mon-Fri 9:00am to 5:30pm (with 30-minute unpaid lunch break)
SALARY:	Full Time Equivalent Salary: £27,000 - £32,000 depending on qualifications and experience Actual Salary: £25,419 - £30,127 for working 40 hours per week for 37.4 weeks per year, depending on qualifications and experience
RESPONSIBLE TO:	PA to the Head of Junior School and Office Manager

Overview

The postholder will be responsible for supporting with the administrative requirements for the Prep School and will help to ensure the welfare of the Pupils requiring first aid treatment.

The ideal candidate will have previous experience working in administration in a busy environment. The ideal candidate will be a qualified First Aider or be willing to undertake training as part of the role.

Main responsibilities

- Offer a warm and welcoming greeting to visitors and those contacting the school by telephone
- Respond in a timely manner to general emails sent to the school
- Respond in a timely manner to telephone calls made to the school
- Offer support and guidance to parents, pupils and staff on administrative and general school logistical matters
- Carry out administrative tasks and paperwork for school trips (such as booking coaches, booking venues, updating parents and staff on arrival times)
- Administer first aid to pupils (training to be provided)
- Support with the marketing of the Junior School through its social media profile, photography and general administrative marketing tasks
- Filing, printing, photocopying, sending emails to parents on behalf of the school
- Arranging administration of key events such as school photographs
- Book rooms, set up meetings, prepare paperwork for meetings
- Complete administrative tasks required by other administrative departments within the school
- Work within the policies of the school and ensure the safeguarding and wellbeing of pupils

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PERSON SPECIFICATION

Operational Excellence

- Minimum of GCSE pass (or equivalent qualification) English and Maths
- Ability to draft letters and emails to a professional level for different stakeholders
- Excellent digital literacy including confidence in using Microsoft Office and willingness to learn to use specific school software packages such as iSAMS, Invenry and CPOMS.
- The ability to interact sensitively with other workers and children, and promote a positive working environment
- Ability to regularly support children in a kind and supportive way
- Previous experience of working in an administrative role (desirable)
- Articulate in all forms of communication; fluent and accurate written and spoken English

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Victoria Goodson; Head of the Junior School via the Recruitment Team (recruitment@jags.org.uk) will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or telephone the recruitment team on 020 8693 1181.

Closing Date: Midday on Friday 9 May 2025

Interview Date: Week commencing Monday 12 May 2025

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

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