

School Administrator

Jack and Jill Family of Schools (Twickenham)

The Jack & Jill Family of Schools has a fantastic opportunity for an enthusiastic and experienced administrator to join a friendly and professional team and play a pivotal role to facilitate the smooth running of the Schools.

The successful candidate will have extensive administrative experience in a busy environment. Although a background in education is preferable, this is not compulsory. Candidates should also have HR administration experience.

Exceptional IT skills including data management systems are essential as is the ability to develop streamlined and efficient processes.

You must have excellent organisational skills and be able to prioritise, multi-task, meet deadlines and have a positive can-do attitude. As a confident communicator, you must be able to relate well to people and respond with professionalism, sensitivity, discretion and diplomacy.

Above all, you want to be excited to be part of a Family of Schools that are justifiably proud of their reputation and offer a fantastic learning environment and exciting curricula for children aged 2-11. The Jack & Jill Family of Schools is an outstanding Ofsted rated, family-run independent school with thriving Early Years, Pre-Prep and Prep facilities at our schools in Twickenham, Hampton and Hampton Hill.

The role is a minimum of 6 hours per day (1200 to 1800) and the successful candidate will be required to work all year round. There will be flexibility during the holidays to start earlier.

We are committed to Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to complete a full DBS check.

If you are interested in this role, please complete the application form that can be found on the School website (<https://jackandjillschool.org.uk>) and return to hr@jackandjillschool.org.uk. The closing date for applications is Tuesday 5 October 2021. *Please note that in line with safer recruitment guidance, we do not accept CVs.*

Unfortunately, we are unable to respond to unsuccessful applicants so only shortlisted candidates will be contacted. The interview will include tasks to assess your administrative and IT skills and will take place on Friday 8 October 2021.