



## Job Description

<b>Position</b>	School Administrator & Learning Assistant
<b>Location</b>	Clarence House Preparatory School, 165-167 High Street, Hampton Hill
<b>Reporting To</b>	Head Teacher, Clarence House Preparatory School
<b>Hours</b>	Full Term (Term Time Only)
<b>Contract Type</b>	Permanent
<b>Start Date</b>	September 2022

### Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy as well as development of effective working practices, diligence and the sheer joy of learning – a '*tradition of excellence*' established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas in its latest inspection.

It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

### Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

## Structure Chart

Head Teacher, Clarence House Preparatory School

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School Administrator & Learning Assistant

## Purpose of Role

A key support role, covering three important functions at Clarence House Preparatory School:

- Reception desk duties, greeting visitors, answering the phone and carrying out all administrative tasks for the Preparatory School
- 1:1 and small group English and Mathematics interventions (as directed by teaching staff)
- General assistance in classes including games.

## Job Content

### SPECIFIC RESPONSIBILITIES

#### 1. Administrative and front of house support

To act as first point-of-contact with the school, promoting a warm and positive demeanour, consistent with the ethos of Clarence House Preparatory School and The Jack & Jill Family of Schools, including meeting and greeting visitors and answering the telephone.

To be responsible for providing accurate and timely administrative support to Clarence House Preparatory School to ensure the efficient operation of the school administration throughout the academic year including:

- Managing the School's Management Information System for Clarence House Preparatory School, ensuring up-to-date, liaising with parents to ensure all entries are completed and on time
- Ensure any requests for changes to provision are logged accurately and in good time to ensure Finance are able to invoice parents correctly and on time
- Ensuring pupil I.T accounts are implemented in good time and for a variety of applications
- Monitoring pupil absence, including completing any statutory returns. Prepare reports as required
- Ensuring new pupils are registered and de-registered promptly
- Ensuring all school processes are clearly documented, streamlining processes to improve efficiency
- First point of contact for premises issues to ensure safety of the School
- Be the point of contact for any emergencies and liaise with the appropriate emergency services and parents.

Project management of specific tasks:

- Working with colleagues in the Jack & Jill Family of Schools on tasks and projects which pertain to all three schools in the Family.
- Work with the School Premises and Transport Manager to establish logical and effective minibus timetables. Manage all minibus requests/changes during the week to ensure that the Minibus Team are aware at all times of who they are collecting.

#### 2. Pupil-Facing Tasks

To supervise pupils in the playground during breaks  
 To assist in the set up for lunch and in lunchtime duty  
 To provide first aid to pupils; to maintain stocks of first aid equipment and order new items as necessary.

3. 1:1 and small group interventions

To assist pupils to learn by providing 1:1 and small group English and Mathematics interventions (as directed by teaching staff), focusing on reading, handwriting and mental maths.

4. Classroom support

To assist in whole class teaching, under the direction of the Head Teacher. Assist in games sessions as required.

5. Safeguarding

The post holder will be required to have due regard for safeguarding and promoting the welfare of the children; he or she will be required to follow the child protection procedures outlined in the school's safeguarding policy.

6. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the Family of Schools.

*This job description may be amended at any time following discussion between the line manager and member of staff.*

**What we can offer**

The role gives you the opportunity to work with happy children and supportive, enthusiastic colleagues in a growing independent school, and be part of the wider Jack and Jill Family of Schools.

	<b>Essential</b>		<b>Desirable</b>
	Qualifications	A good standard of education particularly in English and Maths.	First Aid Paediatric Qualification
	Experience	At least 1-2 years administrative experience.  Experience of establishing positive relationships with children	Previous experience of working with children. Experience of supporting children in a classroom environment or 1:1
	Skills and ability	Strong written and verbal communication skills. Ability to use language and other communication skills that pupils can understand and relate to.  Highly proficient in I.T with sound administrative skills and an	

		<p>interest in streamlining processes.</p> <p>Ability to work effectively and supportively as a member of the school team.</p> <p>Ability to establish positive relationships with pupils.</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies.</p> <p>Ability to provide individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.</p>	
	Qualities and attributes	<p>To be calm and patient under pressure and co-operate with staff and pupils.</p> <p>Self-motivated with initiative to work proactively to ensure the smooth running of the School.</p> <p>Ability to maintain confidentiality on all school matters.</p>	Willingness to participate in further development opportunities offered by the School to further knowledge and CPD.
<b>Special Conditions</b>		Enhanced DBS check required	Paediatric First Aid

### Application Form

To apply, please complete the application form that can be found on the Vacancy page on the Jack and Jill School website and email to [HR@jackandjillschool.org.uk](mailto:HR@jackandjillschool.org.uk)

Closing date for applications: 3 June 2022