



Team Administrator

Closing Date: 26th October 2026 at Midday

Applications will be considered upon receipt. We reserve the right to interview and appoint at any stage of the process.

Start Date: As soon as possible, subject to notice period and satisfactory pre-employment checks.



Headteacher: Mark Critchard

Slindon House, Top Road, Slindon, Arundel, West Sussex BN18 0RH

Tel: 01243 814320 www.slindoncollege.co.uk



Job Title:	Team Administrator
Pay:	Hourly Rate £13.35 Actual Annual Salary £26,032.50
Hours:	52 weeks/year 37.5 hours per week/30min unpaid lunch Mon-Fri 8am–4pm (flexible)
Holiday:	25 days annual leave plus Bank Holidays
Benefits:	Group Personal Pension Plan, Meals and Refreshments on Duty during term time, Counselling Service, Cycle to Work Scheme, On-Site Parking, Personal Accident Insurance, Discretionary Annual Bonus Award, Fee Remission.
Accountable To:	Assistant Bursar
Probation Period:	One Term
Contract:	Fixed Term Contract to 31.12.2027
Special Terms:	Holidays to be taken in pupil holiday time. Occasional weekend working will be required to facilitate events such as Open Mornings.

Due to continued growth, we are looking to appoint a Team Administrator to provide professional, efficient and effective administrative, secretarial and clerical support across our back-office functions. The successful candidate will possess excellent organisational skills, a keen attention to detail and excellent IT skills, alongside confidentiality, flexibility and the ability to manage competing priorities effectively.

Due to the College's rural location, applicants should ensure they have reliable means of travelling to and from work.

Slindon College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In addition to normal pre-employment checks, all appointments are subject to an enhanced Disclosure and Barring Service check and safeguarding interview. In addition, a Prohibition Order check, a Prohibition from Management check and overseas checks will be carried out for relevant positions.

All posts are exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

How to Apply

Please complete the Application Form including a supporting statement. CVs alone cannot be accepted. Your application can be submitted by email to hr@slindoncollege.co.uk.

We are happy to accommodate tours prior to application. Please contact the HR Officer to book.

GENERAL INFORMATION FOR APPLICANTS

The College

With unrivalled views of the south coast, the 14-acre setting provides the backdrop to a stimulating, broad and balanced specialist educational experience for a maximum of 120 boys, maximum class size of ten, with additional learning needs aged 8-18 of all academic abilities, taking into account their strengths and talents.

Some 98% of our pupils' progress to Further Education or Training. We are proud of our College's strong links with the local community and employers which assist us in fully serving the needs of our pupils.

Slindon College employs a team of therapists who work closely with teachers and education staff to ensure pupils' needs are met. We offer a wide and varied curriculum so that pupils, as well as achieving in core subjects, can experience a range of subjects and so choose those that best suit their interests and ability.



Location

The College is situated in the South Downs National Park, nestled in the heart of the Slindon Village near the historic market town of Arundel. The nearest train stations are Barnham and Arundel.

Our Pupils

Our pupils thrive with additional learning support as most have previously struggled to make progress in mainstream school settings. As a consequence, over a number of years, we have developed expertise in recognising obstacles to learning and putting in place learning pathways which help them to successfully re-engage with education.

Curriculum and Organisation

At KS2/3 all pupils study the National Curriculum. Pupils are grouped for learning in most subjects.

At KS4 pupils study a core consisting of English, Maths, Science, ICT, PE and PSHE. They are encouraged to take four of their option choices. Our facilities enable us to offer a range of vocational qualifications.

All subjects are expected to differentiate learning to meet the needs of the whole ability range and to provide extension activities for the gifted and talented. Additionally, the Learning Support Department provides excellent out-of-class and in-class support for pupils with a range of additional educational needs. Teachers are provided with detailed information on pupils' strengths, needs, prior attainment and target grades. We are

rigorous in applying our assessment for learning policy to ensure that all pupils make appropriate progress in line with national expectations.

Pupils' welfare and educational progress are supervised by Heads of House who remain with the pupils as they progress through the College.



The Staff

The College working environment is stimulating and very busy but we do try to ensure there is opportunity for staff to meet together regularly; we hold briefings every morning and a weekly teaching staff meeting. Lunch is provided for all staff members during term time when on duty.

Continuing Professional Development lies at the heart of our people first values in relation to staff, and we are proud that many colleagues actively seek further development and advance their careers within the College.

More Information

To find out more about Slindon College, please visit our website: www.slindoncollege.co.uk or find us on social media:

Facebook: SlindonCollege

Instagram: SlindonCollege

LinkedIn: Slindon-College

JOB DESCRIPTION

Job Purpose

The main purpose of the role is to provide comprehensive support across general administration, HR, finance, data management and examinations. The role involves a variety of tasks including managing records and communications, supporting senior leaders and key staff, coordinating policies, assisting with the recording of data, assisting with accounts office and HR processes.

Duties and Responsibilities

General Administration

- Respond professionally and efficiently to telephone, email and face-to-face enquiries from a wide range of stakeholders, providing accurate information and appropriate assistance.
- Provide comprehensive administrative support to the Senior Leadership Team, HR Officer and Assistant Bursar as required, including filing, printing, word processing, photocopying, scanning, archiving and laminating, ensuring all work is completed accurately and to a high standard in accordance with the College's House Branding Style.
- Administer daily staff briefing information and portal notices, ensuring communications are concise, accurate and issued in a timely manner.
- Coordinate and maintain the College's policy schedule, including issuing reminders to policy owners, monitoring review deadlines, following up outstanding actions, ensuring policies meet required formatting standards and publicising approved policies as appropriate.
- Coordinate the preparation of meeting rooms for visitors and Governors, ensuring appropriate IT equipment, refreshments and other resources are available.
- Coordinate and administer the half-termly newsletter and other staff-facing communications and documentation.
- Coordinate and administer staff, parent and pupil surveys using Google Forms.
- Provide administrative support for assessment cycles, including the collation, processing and maintenance of assessment data as required.
- Provide administrative support for new starter pupils including academic system onboarding.
- Support the administration, collation and publication of curriculum content and related documentation.
- Undertake data management and administrative duties as required, ensuring information is accurate, appropriately recorded and maintained.
- Provide data administration support to the Exams Officer and assist with the smooth running of examinations. Undertake relevant invigilation training and provide examination invigilation and pupil support when required, including providing cover during staff absence.
- Maintain effective document control across electronic systems, ensuring records are appropriately organised, accessible, up to date and retained in accordance with procedures.
- Assist the Senior Leadership Team with the preparation and submission of data returns, ensuring information is accurate and provided within required deadlines.
- Maintain and service noticeboards, classroom displays and corridor displays, ensuring they are current, well presented and consistent with expectations.
- Provide Front Office cover and support as required, including during busy periods, meetings, events, school holidays and staff absence, and fulfil second-person requirements where necessary.

Accounts Administration

- In the absence of the Accounts Assistant (afternoons and holiday time), undertake daily bookkeeping duties such as processing invoices, payments and petty cash

requests and the timely reconciliation of income and expenditure against relevant control accounts, under the guidance and direction of the Assistant Bursar.

- In the absence of the Accounts Assistant (afternoons and holiday time), raise and process purchase orders as required and place orders ensuring procedures and appropriate authorisation requirements are followed.

HR Administration

- Assist the HR Officer with the accurate maintenance and organisation of electronic and hard-copy personnel records, ensuring staff files are complete, secure and appropriately maintained.
- Support the HR Officer with the administration and monitoring of planned and unplanned staff absence, maintaining accurate electronic and hard-copy records and assisting with associated cover administration.
- Coordinate and administer external training courses, qualifications and Educare training, including setting up and monitoring the completion of training plans, bookings, correspondence and record keeping.
- Maintain and update staff training and development records, ensuring information is accurate, current and readily accessible when required.
- Provide administrative support for new starter staff including systems onboarding.
- Provide administrative support for annual supervision record keeping.
- Undertake administration of recognition of key celebratory milestones and life events for staff and pupils.
- Prepare draft variations to contract letters, contracts and service occupancy agreements using approved templates and under the guidance of the HR Officer.

General Responsibilities

- Work at all times in a safe manner in accordance with the College risk assessments and to report all accidents to Matron in line with statutory requirements.
- Participate in training and other learning activities, performance and professional development as required.
- To participate in the supervision cycle according to the College policy.
- Contribute to the overall ethos/work/aims of Slindon College.
- Be aware of and comply with current legislation concerning, but not limited to, Equal Opportunities, Health & Safety at Work, Fire Safety. Be aware of and comply with the College's policies and procedures relating to Child Protection/Safeguarding, health & safety, security, reporting all concerns to the appropriate person.
- Undertake all duties reasonably requested in a manner consistent with the mission and aims of Slindon College.

Confidentiality

- The post holder must at all times maintain the complete confidentiality of the material and information that they handle.
- Maintain and record accurate information in line with Compliance, GDPR and Freedom of Information regulations.

This general job description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Headteacher or Bursar may reasonably require.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications			
Educated to GCSE level including English & Maths at grades A*-C or equivalent.	✓		Application
Bookkeeping qualification.		✓	Application
Skills and Experience			
Experience of working in an administrative role.	✓		Application
Experience of financial administration working with a finance system or accounting software.	✓		Application
Experience of working with management information systems, Microsoft Office, Google Workspace and similar digital platforms.	✓		Application/ Interview
High level of ICT proficiency with strong touch-typing skills to enable efficient and accurate data entry.	✓		Application/ Interview
Excellent written presentation skills.		✓	Application
Excellent organisational skills and ability to manage a diverse workload.	✓		Application/ Interview
Previous experience of working within an educational setting with children or young people with SpLD.		✓	Application
Willingness to undertake continued professional development.	✓		Application/ Interview
Personal Attributes			
Ability to work within a school's timetable, to plan ahead and adapt to changing needs.	✓		Application/ Interview
Ability to prioritise, meet deadlines and problem solve.	✓		Interview
Ability to develop effective professional relationships with a broad range of stakeholders.	✓		Interview
Willing to make a positive contribution to the wider life and ethos of the College.	✓		Interview
Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.	✓		Application/ Interview
A commitment to safeguarding and promoting the welfare of children and young people.	✓		Application/ Interview