

School Administrator

Salary: Up to 32,000, depending on experience
Contract type: Permanent, Full Time, 52 Weeks a year
Hours of work: 40 hours per week
Start date: To be agreed

We are currently recruiting for a School Administrator who will provide essential organisation and support to the School's administrative needs and requirements. A busy and varied role covering multiple aspects of school life.

Sunninghill Prep School is a thriving 2-13 co-ed Prep school nestled in the heart of rural Dorset's county town of Dorchester. A single form entry school with a stable 130 pupils on roll. Facilities are excellent and the magnificent Jurassic Coast is but a short mini-bus drive away. The school's mission is to provide an outstanding, individualised and holistic education in a stimulating learning environment that prepares all pupils for a happy, healthy and fulfilling life. The aim is to inspire each and every individual to have the confidence and desire to achieve their full potential within a nurturing, supportive community that empowers pupils to be themselves and do their very best.

You will have the chance to join our great team and play a key role in delivering a high-quality service to our staff, children and parents.

As well as joining an outstanding team of colleagues at Sunninghill as part of the Inspired Learning Group you will also benefit from;

- Annual salary review
- Professional development and training opportunities with the prospect of career and salary progression as our business grows
- Childcare fee discount
- Annual leave inclusive of Bank Holidays, increasing with service
- Pension scheme
- Refer a friend scheme up to £750
- Health cash plan covering 10 healthcare benefits and services such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world.
- Employee Assistance Programme

To apply for the position, please visit

<https://applicant.website/i/65A755/vacancy-info/000000711>,

Closing date Friday 28th February 2025.

Interviews are scheduled to take place the following week.

We reserve the right to close this vacancy earlier than the date advertised.

Interviews will take place on a rolling basis, as applications are received.

Sunninghill Preparatory school is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Sunninghill Prep School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.