

Prep School Administrator

Responsible to: Head of Prep

We are seeking an organised, enthusiastic, and proactive Prep School Administrator to join our thriving Prep School team. This full-time, term-time role provides vital administrative support to the Head of Prep School, staff, pupils, and parents, with the option to take on additional hours during school holidays if desired.

The successful candidate will be highly organised, discreet, and able to prioritise effectively in a busy, vibrant school environment. They will be a welcoming first point of contact for parents and visitors, confidently manage interactions with pupils, and play a key role in ensuring the smooth day-to-day running of the Prep School. A positive, solutions-focused approach, warmth, and a good sense of humour are essential.

Key Responsibilities

- Provide proactive administrative and secretarial support to the Head of Prep School, including minute-taking, correspondence, and recruitment processes.
- Maintain up-to-date risk assessments, registers, and attendance records, supporting a safe and well-organised school environment.
- Co-ordinate school trips, sports fixtures, and co-curricular activities, including booking transport, preparing risk assessments, liaising with parents, and supporting external activity providers.
- Assist with the preparation of reports, school communications, parent review evenings and event materials, ensuring accuracy and timely delivery.
- Act as a friendly and approachable first point of contact for parents, supporting queries, permissions, practical matters, and new starter arrangements.
- Manage ordering and stock of stationery, exercise books, and other school resources efficiently.

- Maintain and update school databases, including data entry, mail merges, school lists, and reporting information.
- Support the wider life of the Prep School, including events, performances, and activities, with a child-centred, solutions-focused approach.

Person Specification

- Strong organisational and administrative skills with excellent attention to detail.
- High level of IT proficiency (MS Office, databases, mail merges).
- Confident, professional, and approachable communicator with pupils, parents, and colleagues.
- Flexible, proactive, and able to manage multiple priorities in a busy, child-centred environment.
- Discreet and able to handle confidential information appropriately.
- Demonstrates a positive, can-do approach with a strong focus on solutions.
- Embraces the busyness of a thriving Prep School day and confidently manages frequent interactions with children.
- Warm, patient, approachable, and with a good sense of humour.

Benefits

- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course) Free Meals and Common Room Refreshments during term time
- Free use of the School's Coffee Shop in association with UE Coffee Roasters
- Free parking on site
- A number of subsidised social events organised by the Common Room Committee
- Annual Flu Vaccination.

Appointment of Staff

To apply

Interested candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources on recruitment@cokethorpe.org before the closing date.

- A covering letter explaining your suitability for the role addressed to Mrs Sarah Orton, Head of Prep
- A completed Cokethorpe School support staff application form.

Deadline for applications: Midday on Friday 13 March 2026. Early applications are encouraged.

Interviews will take place from Wednesday 18 March 2026. Interviews may take place before the closing date for suitable candidates.

Appointment Date: As soon as possible.

Application forms can be sent to applicants by post on request or can be downloaded from the School website, www.cokethorpe.org. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call Mrs Sophie Crossley, Head of Human Resources, on 01993 892359.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Hours: Full time, Term time.

Salary: £28,500 – £32,500 FTE Depending on Experience (£20,890–£23,812 actual, pro-rated for term-time; pay equated over 12 months).

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.