



St Swithun's
WINCHESTER

School Office Administrator

Required from March or April 2026
Part time, 39 weeks per year





St Swithun's
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Welcome from the Headmistress

Thank you for your interest in working at St Swithun's.

St Swithun's is proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools. High-Performance Learning is built on the belief that high achievement is attainable for everyone, that intelligence is not fixed, and that high performers are developed through curiosity, effort, and reflection.

These principles shape how we support both pupils and staff.

As a girls' school we expect and support all our students to enjoy and excel in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.



Jane Gandee, Headmistress

Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

You may have a background working in an education environment or you may have worked in a variety of roles or sectors previously. If this short introduction resonates with you, we will very much welcome an application from you.





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Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.



Our Location

The school is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible on public transport.



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Our ethos



St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything, we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.



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Our facilities



School buildings are modern and well equipped. As well as academic classrooms, there is a performing arts centre with a 600-seat auditorium, a music school, sports halls and a full-size swimming pool.

We are currently undertaking the first phase of a major project to create new indoor sports facilities, which will create covered courts for netball and tennis for all year use. This phase is due for completion in summer 2026. Information about our Active Lives project can be found [here](#).

There is an impressive library, higher education and student guidance department and ICT facilities. The grounds are spacious and encompass sports fields, courts and gardens.

The School is registered as a Company Limited by Guarantee and as a charity, and has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

A separate charity, **Bramston Foundation**, looks after our transformational bursary programme.



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School Office Administrator

Role overview

Our school office team act as the first point of contact for enquiries from visitors, staff, parents and students. It is a key role which must be delivered in an efficient, friendly and calm manner.

We are seeking a new school administrator to join the school office manager, a senior administrator and two other part time school office administrators. The post holder will support the school office on all days except Monday and will work exclusively in the Music Department on Mondays.

The post holder will undertake a range of administrative tasks including answering telephone calls, managing email enquiries and supporting with registration.

The post holder is expected to be adaptable and able to respond to changing priorities. They will be a team player, working closely with their school office colleagues, music department colleagues and others across the school, offering a first-class customer experience.

The usual hours will be 27.5 per week, Monday to Friday as shown below.

On Monday and Tuesday there will be a half hour unpaid break for lunch.

Working pattern

Monday: 08.00 – 16.30 (in music)

Tuesday: 10.00–18.00

Wednesday: 14.00–18.00

Thursday: 14.00–18.00

Friday: 14.00–18.00



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School Office Administrator

Key responsibilities

School Office Day to Day

- Ensure that the telephone and front door are answered in a friendly and professional manner.
- Promote a professional image of the school by providing courteous and effective support to visitors, pupils, parents and staff.
- Respond to emails in an appropriate and timely manner, following agreed guidelines.
- Support all departments with general photocopying and printing needs.
- Ensure outgoing post is prepared and ready for scheduled collection and incoming post is distributed to offices and pigeonholes.
- Ensure that the welcome room is clean and tidy for visitors to the school and that visitors are booked in correctly and wear a visible lanyard or badge.
- Create SchoolPost messages and proofread messages submitted by other staff before passing to the headmistress for approval.
- Manage and process requests for the school prospectus, ensuring timely distribution to prospective families and enquirers.
- Liaise with other departments across the school to ensure smooth daily operations, including the bursary, HR, domestic and maintenance teams as required.
- Carry out end of day office closing processes.



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School Office Administrator

Key responsibilities continued

Office and Admin Support

- Support the school office manager with administration as required.
- Liaise with the external dental company to facilitate their regular visits to site, communicate appointments to staff and students.
- Complete the internal event planner for the operations department or other departments which may require assistance.
- Prepare the school for each new term by ensuring necessary information is up to date and form packs are distributed.

Students

- Sign in students who arrive late and sign out early leavers as required, passing key information to relevant staff.
- Ensure students receive timely assistance with their daily requests and concerns.
- Assist with the processing of morning and afternoon registration, including contacting parents and generating attendance reports as required.
- Track student absence and alert the school office manager and pastoral team to patterns of absence or high absence levels.
- Maintain the pupil database (iSAMs), whilst ensuring the security of confidential information and data.



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School Office Administrator

Key responsibilities continued

Music department admin support (Mondays, during term time only)

- Process, send, and file letters and documents, and maintain the department database linked to the school's general office systems.
- Register pupils in the department for morning and afternoon sessions during peripatetic music lessons.
- Answer telephone to the department and liaise with other departments about documents, concert programmes and other resources.
- Undertake weekly music ordering, process and distribute music, maintain records of pupils and costs to be submitted to the bursary monthly.
- Assist pupils with contacting teachers, understanding timetables, borrowing instruments, books or equipment, and provide general support.
- Support the Head of Instrumental Studies in addressing the needs of our 30 visiting music teachers, including operations such as liaising with catering.
- Assist with booking facilities, organising events, trips/tours and ticket sales.
- Oversee the condition of music rooms and facilities; report maintenance or cleaning issues as needed.
- Book piano tuning for the music school, boarding houses and Harvey Hall.
- Assist in entering pupils for academic and instrumental exams as required.
- Support the Director and Assistant Director of Music with administrative tasks.

This job description is not intended to be exhaustive; it is expected that you may need to carry out tasks beyond the confines of this job description to support the activities of the school.



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Person specification

Essential

- Experience in a similar administrative role
- An understanding of a customer-facing, service-oriented environment
- Excellent IT skills, including Office 365, Excel, Word
- Excellent oral and written communication skills

Desirable

- Experience of working in a school environment
- Qualification in business administration
- Knowledge of iSAMS or a similar school database
- An interest in music, and an understanding of how musicians work

Key skills and qualities we are looking for in our successful candidate

- Strong organisational skills and high professional standards.
- A proactive approach to prioritising work to maintain a high level of output and use own initiative.
- Excellent customer service and interpersonal skills and the ability to develop positive working relationships across the school community.
- Flexibility of approach and commitment to work collaboratively in support of the school's needs.
- A keen eye for detail and a systematic approach to task management.
- A professional and friendly manner, and genuine interest in working with children and their families.
- Ability to maintain confidentiality, and personal integrity when handling sensitive situations.

These qualities will be assessed through application, references and during the interview process.



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a permanent part time role, working 27.5 hours per week across Monday to Friday. The post holder will work St Swithun's term time including INSET days (35 weeks per year) plus an additional 80 hours during the holidays in the school office. Holiday hours and the pattern of work will be agreed with the office manager ahead of the holiday periods.

You will receive 5.6 weeks of paid holiday (including bank holidays), with the remaining school holiday weeks taken as unpaid leave.

The salary for this role is expected to be £28,610 FTE (£15,836 pro rata for the hours and weeks worked and 5.6 weeks paid holiday).

The school offers a range of benefits, which may include:

- Generous contributory pension scheme
- Free membership of the school swimming pool and heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments whilst working, and lunch during term time
- Access to an employee assistance programme

APPLICATION

The closing date for applications is 9am, Monday 16 February.
Interviews are anticipated to be held w/c 23 February.

Please complete our online application form which can be found [here](#).

For any queries about the role or the application process, please contact the HR department by telephone: 01962 835798 or email: recruitment@stswithuns.com



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Child protection and safeguarding

“St Swithun's is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.



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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).



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St Swithun's School
Alresford Road
Winchester
SO21 1HA

01962 835798
recruitment@stswithuns.com

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