



## Job Description

<b>Job Title</b>	<b>Summer School Administrator</b>
<b>Responsible to</b>	<b>Summer School Director</b>
<b>Department</b>	<b>Summer School</b>
<b>Last reviewed</b>	<b>March 2024</b>

### Job Outline:

Haileybury International Summer School has an academic focus aimed at international students aged 11-16 with varying levels of the English language. The courses will include an impressive range of activities and exciting excursions to top-end destinations.

The post-holder will work on a part-time basis to support the department in delivering high-quality International Summer School programmes, for Spring and Summer, in a professional, cost-effective, compliant and efficient manner in accordance with the School's overall strategic objectives to maximise positive brand awareness in the global education sphere.

The role will require the post-holder to adopt a highly flexible and adaptable approach to working, as well as leading on allocated duties, projects and initiatives. It is essential that the post-holder is able to work well under pressure, and is able to meet deadlines whilst retaining a high level of accuracy.

Beyond the immediate administration involved, the post-holder is expected to develop close working relationships with parents, agents, external suppliers and stakeholders across the School, including academic and operations staff.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- In collaboration with the HR Department, carry out a wide range of administrative duties relating to recruitment and onboarding for the Summer School and Spring Course.
- Under guidance from the Summer School Coordinator, handle enquiries from agents, parents and other stakeholders, acting as a point of contact before and during Summer School.
- Support with the processing of bookings using the Schoolworks database, and invoice accordingly.

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- Organise, record and share details of all student assessments.
- Monitor processes for effective management of pastoral care during Summer School.
- Support with the administration of Trinity exams, reports and certificates.
- Assist with preparation of staff induction programme and pupil welcome/farewell events.
- Collate and report on feedback from staff and pupils.
- Organise and monitor supplies for Summer School.
- Provide support with operational activities, as required, i.e., airport transfers, excursions, activities
- Ensure that all work is supported by an appropriate paper trail; maintain a filing system that contains clear and accurate working papers.
- Ensure all information is maintained with the utmost of professionalism - confidentially and securely at all times; and in compliance with the School's policy on Data Protection, taking responsibility for ensuring that any personal data held by them is kept securely.
- In collaboration with the HR Department, proactively ensure compliance with HR legislation, guidance, good practice, Independent Schools Inspectorate requirements and the School's HR policies, for all Summer School/Spring Course staff.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH),

PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

#### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

#### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

#### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Summer School Administrator  
Person Specification**

	Essential	Desirable
<b>Qualifications</b>		
Good general level of education (to A level or equivalent)	✓	
<b>Knowledge, Skills and Experience</b>		
Previous administrative experience	✓	
Excellent organisational and time management skills	✓	
Ability to maintain accurate records, both manual and on a database	✓	
Proficient in Microsoft / G Suite	✓	
Previous experience of utilising Schoolworks		✓
Excellent written communication skills	✓	
Excellent customer service skills	✓	
Experience in a busy environment with multiple concurrent deadlines	✓	
Employment history in a School environment		✓
Good understanding of equal opportunities legislation and employment law as it relates to recruitment practices		✓
<b>Personal Attributes</b>		
Ability to communicate effectively with people at all levels in an organisation	✓	
Accurate with strong attention to detail	✓	
Ability to work under pressure	✓	
Ability to work in a team and individually		
Ability to work unsupervised and use own initiative	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Proactive and forward thinking	✓	
Willingness to work flexibly when required	✓	
Confident, reliable and enthusiastic	✓	