



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

**PART TIME ADMINISTRATOR
(3 days per week)**

Closing date: 9.00am Wednesday 2 April 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos.

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

We are looking to appoint a part time administrator to work as part of our in-house estates and facilities team. This is a part-time position, working 3 days per week (ideally Monday, Wednesday, Thursday) throughout the year. You will be responsible for managing records, coordinating maintenance requests and handling communications related to facilities operations to ensure the smooth day-to-day operations of the school's estate.

Administration

- Assign tasks to the housekeeper through the facilities management system
- Schedule all event setups and clear downs for the facilities team
- Manage school minibus bookings for home to school runs, sports fixtures and trips; update and maintain recharge information
- Organise driver awareness training for staff requesting to drive a minibus
- Raise purchase order requisitions as needed
- Manage the housekeeping store, maintaining appropriate stock levels and orderliness
- Schedule and oversee the timely completion of maintenance, repairs, and other necessary services
- Ensure vendor work meets agreed standards and

maintain relevant documentation (e.g., contracts and work orders)

- Coordinate fire drills, evacuation procedures, and emergency preparedness training for staff and students
- Act as the first point of contact for emergency situations affecting school facilities, such as plumbing issues, power outages or accidents, liaising with the head of estates and operations and the facilities manager
- Manage relationships with external contractors and vendors for services such as cleaning, landscaping, pest control, and waste management

Compliance

- Schedule estate compliance inspections and remedial works with external contractors
- Keeping accurate records on all estate compliance related matters
- Maintain and update the contractors' disclosure register

General administration and compliance

- Assist the head of estates and operations and the facilities manager with general administrative tasks

- Procure goods and services for the estate department
- Check and approve supplier invoices
- Chair the weekly operational departmental meeting
- Record and distribute minutes of departmental meetings
- Schedule staff training

Security and visitor management

- Admit visitors to the school at the main gate using the secure entry system
- Issue appropriate security passes to visitors and contractors
- Ensure all staff and contractors complete the new arrivals form
- Order and issue security passes for approved personnel and pupils
- Update the security system once passes are issued
- Liaise with caretakers and issue keys to approved personnel

The responsibilities linked to this post are wide ranging and the list above is by no means exhaustive. It will be necessary to perform other duties as are reasonably required.



THE PERSON

The successful candidate is likely to have the following qualifications, skills and attributes:

- Proven experience working in a busy office environment as an administrator or in a similar role
- A good standard of education, with a strong foundation in English and Maths (minimum GCSE level or equivalent)
- Strong organisation and time management skills, with the ability to be proactive, resourceful, versatile and flexible
- Ability to prioritise effectively, remain calm under pressure, and adapt to changing and competing demands
- High levels of accuracy and attention to detail
- Enthusiasm, self- motivation, and a positive attitude
- Initiative and ability to take ownership of tasks, ensuring they are completed on time and to a high standard with minimal guidance and supervision
- Strong team player with excellent interpersonal skills, capable of building effective working relationships at all levels
- Excellent verbal and written communication skills
- Excellent IT proficiency, with a good working knowledge of Microsoft Teams, Excel, Word and Outlook
- A professional, friendly, polite and helpful demeanour
- Experience of working in a school is desirable but not essential



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Benefits include group personal pension plan - the school makes a generous contribution with a 3% employee contribution, 5x salary life assurance, staff discount for children attending the school, cycle to work scheme, complimentary lunches and refreshments during term time.

Terms and conditions

Salary:

£15,600 - £16,800 dependent on skills and experience

Hours:

Working throughout the year, 3 days per week, 22.5 hours per week with a thirty-minute lunch break (unpaid). Working days will ideally be Monday, Wednesday and Thursday.

Holiday: 25 days plus 8 bank holidays



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school’s Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the head of HR, Mrs Christine Goble.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Closing date: 9.00am Wednesday 2 April 2025

Early applications are encouraged as we may interview ahead of the closing date

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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