



# Wimbledon College

**Job Title:** Administration Assistant (Operations & HR)  
**Salary:** Scale 5  
**Hours:** 25 hours per week, 39 weeks per year (Term Time +1)  
**Shift Pattern:** 3 days working 8am to 12:30 & 2 days working 8am to 13:45 (No formal break)  
**Line Manager:** Facilities Manager  
**Responsible to:** School Business Leader  
**Key Liaison / Works Closely With:** Main Receptionist, HR Manager, Admissions Officer, Catering Manager and the wider Site team  
**Responsible for:**

## **Main purpose of post**

To provide morning reception, switchboard, and Pastoral Support Assistant (PSA) coverage. To undertake general administrative, procurement, and financial transaction tasks for the Facilities, HR, and Finance teams.

## **Work Environment:**

The post holder works in a busy front of house area, where receptionist responsive duties take priority, using a workstation shared with afternoon staff. The post holder will also provide cover in the pastoral offices during staff absences as directed. When these demands are met the postholder will work independently on daily facilities operational tasks. On the two longer days per week, the post holder will work in the afternoon, adjacent to the HR Manager, to perform dedicated personnel administration.

The responsibilities below represent the collective operational portfolio of the department. This workload is shared and split between part-time administrative posts. Tasks will be allocated, balanced, and assigned informally by management based on shift hours and operational needs.

## **Duties and responsibilities**

### **1. Reception**

Under the direction and supervision of the Admissions/Marketing Officer:

- 1.1. Provide planned reception and switchboard cover during the lunch period (for half an hour) and responsive cover in the event of a main Receptionist's absence or during peak periods of high operational demand. This includes answering telephones, taking messages, operating electronic gates, greeting visitors, and handling general enquiries.
- 1.2. Manage the electronic gate card system: issue, monitor, and record access cards for staff, 6th form pupils, and visitors; proactively order replacement covers, cards, and printer ribbons.
- 1.3. Enforce school safeguarding protocols by ensuring all visitors' photo ID is verified and logged in accordance with standard procedures.
- 1.4. Administer the cashless catering system by accurately inputting cash/cheque payments received at the reception desk.
- 1.5. Manage incoming mail (opening/sorting) and outgoing mail processing, ensuring the franking machine remains topped up with credit and consumables.
- 1.6. Manage the central stationery cupboard, compiling requirements and placing replenishment orders.
- 1.7. Model and communicate the School's Jesuit ethos and professional approach in all face-to-face, digital, and telephone interactions with parents, students, staff and visitors.

### **2. Pastoral Support**

Under the direction and supervision of the Year Heads:

- 2.1. Provide operational administrative absence cover within the Higher Line, Lower Line, and 6th Form Pastoral Support offices as directed.
- 2.2. Oversee the physical and digital organisation, archiving, and maintenance of current and historical pupil records.

### **3. HR & Finance Support**

Under the direction and supervision of the HR Manager:

- 3.1. Perform general departmental administrative duties including filing, scanning, and data entry.
- 3.2. Assist the HR Manager with the timely recording and logging of staff absence data.
- 3.3. Provide general transactional administrative support to the Finance Department as required.

#### **4. Facilities Operational**

Under the direction and supervision of the Facilities manager:

- 4.1. Research goods/services, obtain competitive quotes, and prepare formal requisitions and Work Maintenance Request forms for specialised school supplies and business contracts (including staff mobile phone contracts).
- 4.2. Process authorised purchases by inputting orders directly into the school's financial management database (Access Financials) and formally placing orders with approved suppliers with award letters.
- 4.3. Assist with the administrative aspects of contractor onboarding, induction tracking, and required on-site access arrangements.
- 4.4. Utilise Access Financials reporting tools to monitor outstanding orders, track deliveries, and proactively chase outstanding invoices.
- 4.5. Maintain, update, and audit the school's central Fixed Assets Register, alongside administrative records relating to estate boundaries, land ownership documentation, and lease or tenancy agreements.
- 4.6. Coordinate the administrative updates of the facilities management system (Statlog), uploading certificates and engineering reports to ensure operational readiness and smooth departmental workflows.
- 4.7. Assist the Facilities Manager in maintaining up-to-date institutional records within the DfE's 'Manage Your School Estate' portal; provide administrative support during formal Condition Data Collection (CDC) survey cycles, and assist in compiling space utilisation or net capacity data as required.
- 4.8. Provide administrative and tracking support for the school's decarbonisation and climate resilience initiatives (e.g., tracking utility consumption data, compiling Display Energy Certificates (DECs), and organising paperwork for environmental or green-energy contractors).
- 4.9. Coordinate and arrange reactive contractor call-outs and planned statutory servicing appointments as issues or service tracking schedules dictate.
- 4.10. Maintain accurate records of site staff working hours, active job lists, and task completion trackers.
- 4.11. Provide direct administrative support and procurement support to the Catering Manager.
- 4.12. Liaise dynamically between academic departments, the Facilities Manager, admin and site teams to ensure the smooth operational running of the school estate, proactively resolving friction points.

#### **5. Facilities Compliance & Data Management**

Under the direction and supervision of the Site Supervisor:

- 5.1. Systematic collation of school-wide risk assessment forms, auditing department returns, and formally following up on missing or incomplete documentation.
- 5.2. Maintain comprehensive, up-to-date records relating to statutory compliance, including school-wide health and safety inspections, statutory testing logs, and building certifications.
- 5.3. Proactively monitor expiry dates for all statutory compliance documents and schedule necessary renewals or inspector visits ahead of deadlines.

- 5.4. Monitor the premises teams' periodic cycle inspection forms (daily, weekly, monthly, etc.) for maintenance and remedials. Diarise these activities for site team, track for completion, and alert line management when checklists are incomplete.
- 5.5. Provide administrative support, documentation preparation, and evidence gathering for internal and external health & safety audits and compliance reviews.
- 5.6. Monitor, track, and log the progress of action points arising from Health & Safety audit reports, systematically chasing outstanding tasks with relevant internal teams to ensure timely resolution.
- 5.7. Actively monitor, update, and maintain the statutory facilities management database (Statlog), ensuring all compliance service dates, certificates, and engineering reports are accurately logged and up to date.
- 5.8. Ensure all compliance documentation, contractor files, and risk assessments are securely stored and managed in strict accordance with school policies and GDPR requirements.
- 5.9. Verify external contractor certifications, professional insurance documents, and statutory compliance records to ensure all site visitors meet regulatory standards.
- 5.10. Maintain, audit, and systematically update internal supplier and contractor details on compliance and finance databases.
- 5.11. Comply fully with all school health and safety policies, ensuring any identified site hazards, site incidents, or near misses are reported promptly to the appropriate lead.
- 5.12. Actively support the maintenance of a safe, compliant working and learning environment for all employees, contractors, and visitors.
- 5.13. Arrange and book catering & Health & Safety-related staff training, and maintain up-to-date, compliant training matrices and safety records.
- 5.14. Maintain the definitive master checklist for all staff Health & Safety training; systematically collate training certificates, proactively chase outstanding documentation, and update the central training record before forwarding verified certificates to HR for placement in formal personnel files.
- 5.15. Update the school's Critical Incident Plan with information provided by the Senior Leadership Team and others.
- 5.16. Provide administrative support to log or pass on urgent reactive tasks to the main site team when required, maintaining communication to support wider efficiency.

## **6. Supporting the School**

- 6.1. Participate in relevant in-service training (INSET) and actively engage in professional development opportunities.
- 6.2. Recognise own strengths and areas of expertise, utilising these competencies to actively train, advise, and support colleagues across the team.
- 6.3. Attend and contribute to departmental and school-wide meetings as reasonably required.
- 6.4. Participate constructively in the school's performance development/appraisal cycle.
- 6.5. Fully comply with all institutional policies including safeguarding, child protection, health and safety, and data security (GDPR), immediately escalating concerns to the appropriate designated lead.

- 6.6. Maintain absolute confidentiality regarding sensitive home, pupil, and staff records.
- 6.7. Actively support the Jesuit commitment to Cura Terræ (Care for the Earth) through mindful resource management and supporting school sustainability initiatives.
- 6.8. Undertake other reasonable, appropriate tasks aligned with the grade of the post as directed by line managers or the Headteacher.

Standard hours are 3 days (currently Monday, Tuesday & Thursday) 8:00 AM to 12:30 PM & 2 days (currently Wednesday & Friday) 8:00 AM to 1:45 PM, with no formal break, subject to variance to allow for critical operational periods. Variations are permitted only via pre-planned agreement with the School Business Leader. The postholder may be expected to work extended hours during peak seasons with time off in lieu (TOIL) pre-arranged. Occasional attendance at evening meetings or training events may be required.

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### **Person Specification: Administration Assistant (Operations & HR)**

#### **Qualifications & Training**

- **Essential:** Good standard of general education, including GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above.
- **Desirable:** Evidence of professional development or specific training in Data management software or school MIS platforms.

#### **Experience & Knowledge**

- Proven experience working in a busy, fast-paced administrative or transactional environment.
- Practical experience with school MIS systems for the accurate tracking, recording, and reporting of staff absence data.
- Experience providing high-quality administrative support across multiple core functions, including targeted support for HR and Finance departments.
- Practical experience with financial data entry, processing purchase orders, and chasing invoices with high accuracy.
- Experience managing external suppliers, booking contractor servicing appointments, and navigating facilities Management logging.

#### **Skills & Competencies**

- Ability to work independently, organise priorities, and act on own initiative to resolve operational issues without requiring day-to-day oversight.

- Ability to manage a high volume of reactive, competing demands and daily operational interruptions while maintaining focus and professional composure.
- Exceptional attention to detail when creating orders, reconciling invoices, and updating tracking databases.
- Strong interpersonal skills with the ability to confidently train, advise, and support colleagues, as well as liaise across various departments, external contractors, and the catering team.
- Highly organised with a proven track record of meeting deadlines.
- Proficiency in Microsoft Office suite (particularly Excel) and the ability to adapt quickly to specialised management databases.

### **Personal Attributes & Work Style**

- A self-motivated individual who can anticipate operational bottlenecks and actively seek practical solutions to ensure the smooth running of the school site.
- Demonstrates a supportive approach to the wider team under the strategic direction of the School Business Leader and Facilities Manager, while remaining fully capable of driving daily tasks forward independently.
- Comfortable operating in a highly visible front-of-house environment, consistently modelling the school's unique Jesuit ethos, showing an openness to supporting our community-focused and environmental mission in daily operations.