



PENNTHORPE
NURSERY PRE-PREP PREP

Hurst

Appointment of **Office Administrator**
Candidate information



Office Administrator

Job Title: Office Administrator

Reporting to: Head of Finance and Operations

Salary: £25,265 p.a.

Working Hours: 8:00am – 5:00pm
Monday to Friday
Term time only, plus working
12 days during the school
holidays

Start date: September 2026

Role overview

Purpose of the role

- The purpose of this role is to provide exceptional customer service as the first point of contact at the Front Office for pupils, parents, visitors and all other stakeholders.
- To present the first impression of Pennthorpe to visitors and prospective parents and therefore must ensure professionalism at all times.
- To represent Pennthorpe in a professional and customer focused manner.
- Be a key point of day-to-day contact for Pennthorpe stakeholders quickly dealing with any queries.
- Responsible for managing essential pupil data, including contact information, registers, absence information and parental consents.

- To support the External Relations Lead and Heads' PA, Events & Logistics Coordinator as required and particularly in relation to communications activities.

Benefits

- Membership of the School's contributory pension scheme.
- Free dining and refreshment facilities during term time.
- Extensive professional development programmes, together with career opportunities across the Hurst Family of Schools.
- Employee Assistance Programme.
- Free on-site parking.



Welcome

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring.

Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring

energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life. I am immensely proud of our school and the people who make it such a rewarding place to work.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler,
Head of School



About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, “Born not for ourselves alone,” guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.

Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children



Hurst Family of Schools

About the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting

from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe’s evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



Key Responsibilities

Main Responsibilities

- Responsible for management of the signing in system (Sign In), including management of staff and pupil passes, ensuring all on site are signed in, and that all are accounted for in the event of an evacuation.
- To ensure the Front Office is a tidy, clean and welcoming area of the school, operating a clear desk policy.
- To manage incoming telephone calls, including answering the telephone promptly and professionally, actively listening, communicating with confidence and clarity, providing accurate information, distributing accurate messages promptly.
- To manage incoming and outgoing postal mail, including ensuring outgoing school post is sent daily and incoming post is distributed accurately and promptly.
- To manage incoming deliveries, to notify staff and to arrange onward delivery via the Estates Dept as appropriate.
- To manage incoming email queries, including accurate distribution to the wider staff team.
- To deal with parental queries as required, in a knowledgeable and professional manner, with discretion and maintaining confidentiality as well as actively listening and understanding non-verbal signals. This includes clarifying their needs, providing support and solutions where appropriate, else referring them to other staff members.
- To deal with pupil queries as required and sympathetically, directing them to the most appropriate source of support.
- To play an active role in the security of the school, including checking credentials of visitors, issuing visitor passes and emergency/safeguarding procedures, identifying suspicious activity, as well as managing children arriving and leaving school via the Front Office.
- To locate missing children from Clubs or for parents.
- To assist with lost property and, where possible, return to parents.
- Update all relevant areas with regards to new staff starters and leavers including: creation of staff lanyards with photos, staff photo board, pigeonholes and the school's website.

- Creation of Year 7 & 8 lanyards.
- To assist the External Relations Lead with communications.

Medical Duties

- To be paediatric first aid qualified (training will be given).
- Administering first aid, dealing with sick children etc. in a sympathetic manner.
- Maintaining accurate records of the medical needs of the pupils and all health issues.
- Maintaining accident and near miss reporting.
- Ensuring that all staff are aware of the medical needs of the pupils in School and when pupils are taken on trips, outings or off-site visits.
- Ensuring that all staff are aware of specific pupils with particular needs, which may be life threatening and ensuring that they are provided with the necessary training.
- Maintaining accurate records of treatments administered including first aid and medications.
- To liaise with the SENCO as regards IHCPs.
- To liaise with the school's caterers with respect to dietary requirements and allergens.

Information Management

- To check attendance registers twice daily and produce and maintain absence lists. Notify the Deputy Head Pastoral of any noted repetitive patterns.
- To liaise with staff and parents with regard pupil illnesses and absences.
- To manage 'off games' procedures and ensure all relevant staff are notified.
- To manage the staff telephone list on the school's MIS as well as the staff phone extension list cards

- To manage Fire registers for staff, visitors and pupils.

General Office Administration

- Ensure ample supplies of office stationery, e.g. card for certificates, A4 and A3 envelopes.
- To manage the annual parent data check ensuring that parent data is up to date.
- Sending home the termly calendar.
- To assist the External Relations Lead with the production of event programmes, brochures, certificates, etc.
- To assist the External Relations Lead with uploading the weekly comms to the website via WordPress.

Other Duties and Expectations

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues the school.
- Having due regard to confidentiality, child protection, health and safety, other statutory requirements and the policies of the school.
- Working collaboratively with colleagues as part of a professional team, carrying out roles effectively and knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Building and maintaining successful relationships with pupils, parents, staff and tutors.

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend team meetings, and other such meetings as are required, including staff meetings, INSET sessions, and other such training as may be necessary.
- To act in accordance with the Staff Handbook and the Staff Code of Conduct.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- Attend school functions, including after hours, as directed by the Head.
- To take part with the Head and senior team in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- As a member of the administrative team, to support and provide cover for other members of administrative staff in order that these departments function smoothly and as a cohesive, professional team.
- To undertake such other duties which the Head may from time to time reasonably request.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

Person Specification

The following criteria will be used in shortlisting and selection. Candidates should address each essential criterion in their application.

CRITERION	ESSENTIAL	DESIRABLE
Qualifications		
Strong educational background including English and Maths	✓	
Skills, Experience and Knowledge		
Strong organisational and administrative skills	✓	
Strong IT skills including a good knowledge of Microsoft Word, Outlook, Excel and database management	✓	
Exceptional customer service skills	✓	
Extremely professional in approach	✓	
Ability to work at pace, manage competing priorities and deliver a high quality service to deadlines	✓	
Meticulous attention to detail	✓	
Flexible approach to work and working hours	✓	
Strong collaboration and teamworking skills	✓	
Appreciation of the necessity to maintain complete confidentiality at all times	✓	



Apply

The application process

Prospective candidates are invited to make contact to discuss the role. Please contact Paul Flowerday, Bursar at bursar@pennthorpe.com.

Interested candidates should fill in and submit an online Application Form at:
www.pennthorpe.com/forms/application-form

This application form includes uploading a covering letter.

The closing date for applications is:
Friday 7 August 2026

Safeguarding and equal opportunities

Pennthorpe, and the Hurst Family of Schools, are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Pennthorpe

Church Street, Rudgwick, West Sussex, RH12 3HJ

Hurst College

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



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