



OUNDLE

School

Scott House Administrator

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

Scott House is the Junior Day House, located at the end of Duck Lane, adjacent to The Berrystead (the Junior Boarding House). Together, both Houses form a pastoral base where lower year pupils, day and boarding, can integrate both academically and socially. Scott House is co-educational, with up to 100 day pupils. The tutorial team focuses on enabling a smooth transition from junior school to Scott House and then to the Senior Day House, Laxton, or a boarding House for the Third Form.

The purpose of the role is to run the day to day operation of the Scott House office, supporting the Hsm as required. Building good relationships with the pupils, parents and staff, in particular the House Tutor team but also with all other departments within the School.

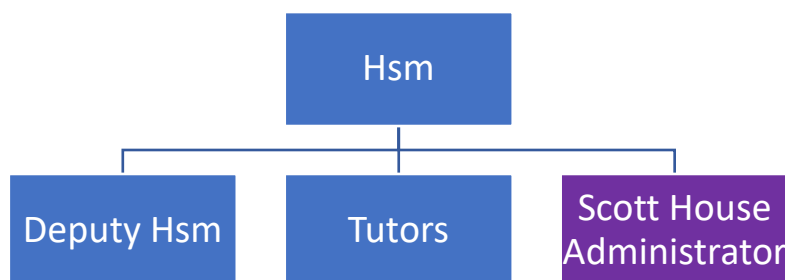
The Scott House Administrator will work as an integral part of the Day House team, to provide high quality, professional pastoral care for the pupils and ensure the pupils achieve and maintain high standards of health care and self-discipline. Setting the standards for the cleanliness, tidiness, and comfort within the Day House and being the first point of contact within the House, dealing with pupils, parents, staff from all departments and visitors.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



Role details

Working within the Pastoral team, the role holder will report to the Housemistress (Hsm).



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Administration

- To demonstrate initiative and act with independence in the running of the Scott House front desk, prioritising tasks efficiently on a daily basis while also being able to accommodate urgent requests.
- To ensure the efficient operation and all administrative procedures for the House, such as Open Days, School visits, liaising with Admissions and other departments regarding School admissions, entrance examinations, Scholarships, Transition 11+, 13+.
- Assisting the HSM with the drafting of parent posts, organising internal House events and fieldtrips etc.
- Assist sports/music department with information exchanges/clashes on behalf of pupils.
- The post holder will be required to arrange parental/pupil meetings with the Hsm and taking/passing on messages as appropriate.
- To check absentees against registers each morning at 8:30am, contacting parents where necessary.
- To take responsibility for maintaining the electronic noticeboard, with direction from the Hsm of daily content, along with House noticeboards.
- To ensure accurate and confidential record / document keeping within the House.
- To maintain databases and input information into School databases and software such as ISAMS, Evolve and CPOMs.
- Deal sensitively with information recognising confidentiality particularly in regard to the Children's Act and Data Protection Act / GDPR.
- To work collaboratively with Laxton/Sadler Secretary and Matrons of Laxton/Sadler & Berrystead to ensure a consistent provision to pupils and parents.
- To direct staff by email with regards to internal deadlines and Scott House events.
- To assist the Deputy Head of Scott House and other members of the Scott House tutor team in relation to House matters and activities.

Pastoral Care

- To take responsibility for the physical care and wellbeing of pupils.
- Keep the Hsm informed of any issues or concerns, to ensure the smooth running of the House.
- To liaise with parents/guardians/staff/governors where necessary as directed by the Hsm, maintaining a high level of professionalism.
- Be a good listener and provide a friendly, open environment for pupils to seek help and emotional support.
- To oversee and be accessible during morning and afternoon tea.
- Be responsible for the recordkeeping of pupils' medical conditions, care plans, check medications are in date, and updating other members of staff as appropriate in line with confidentiality and data protection requirements.
- Liaise with the Catering Staff with regard to menus and any special dietary needs of pupils.
- Be responsible for the smart appearance of the pupils and help to enthuse and encourage good manners and behaviour.
- To provide a visible adult presence within the House when pupils are present to ensure pupil well-being when pupils depart and return to the House.
- Organise and where required, attend and assist at Parents' Receptions and other similar events, such as School Open Days, Field Weekend, First Form Induction evening, and Speech Day.
- Support pupils in House with sports matches and other events. Manage loan kit. General housekeeping.
- Follow Matron's Medical Protocols as described on the Intranet
- Take responsibility for the appropriate and secure storage, and the administering of prescription and non-prescription drugs to pupils.
- Maintain a stocked, secure medicine cabinet at all times.
- Act as first responder in the event of illness, injury or medical emergency in the House, liaising with the School medical staff, parents and external organisations i.e. hospitals and emergency services.
- In emergency situations, accompany injured pupils to the School medical centre, hospital or doctor as required until a parent or guardian is able to attend. This will require driving the pupil to such locations.
- To take responsibility for any lost property, supporting pupils and parents and storing lost property securely.

Other Duties & Responsibilities

- Make sure that bag drop areas are kept in good order by the pupils.
- To liaise with the Domestic teams to ensure standards of tidiness and cleanliness are maintained within the House, so that the House is presentable at all times
- To liaise with the Estates Department regarding repair, maintenance and replacement requests in respect of the fabric of the building.
- In conjunction with other members of the House and Health & Safety, record incidents, accidents or near misses to and send to the H&S officer/appropriate department.
- Coordinate Fire Drills.
- Build and develop strong relationships with the matron team, in particular those of Laxton/Sadler and Berrystead.
- Attend Matrons' meetings as and when required.
- Attend mandatory training days/CPD courses as and when required.
- Maintain and improve professional knowledge and competence.
- Carry out any other duties commensurate with the post.
- Flexibility at beginning and end of terms.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.
- Produce a thorough handover for the other administrator/be proactive about planning for upcoming events/produce termly calendar for House needs/along with necessary booking forms, managing event from start to finish.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
GCSE in English (grades A – C) or equivalent qualifications or experience. A moderate level in Maths (GCSE grades C – E) or equivalent qualifications or experience	•		Application form Interview
A valid First Aid qualification (current requirement being a First Aid at Work qualification, 3 day) or the willingness to obtain this ideally before the first day in the role or within a School determined time frame	•		
A full valid UK car driving licence with less than six points.	•		
NVQ Level 2 Health and Social Care or similar Professional Practice in Boarding Schools Certificate		•	
Skills and Experience	Essential	Desirable	Method of assessment
Caring for groups of children	•		Application Form Interview Assessment Exercise References
Experience of using MS Office specifically Outlook, Excel, Teams	•		
Proven experience in undertaking administrative duties	•		
Experienced in communicating with people of all levels	•		
Experience of using Microsoft Teams, SharePoint, school database systems etc.		•	
Awareness of the Children's Act		•	
Awareness of the Equality Act and Data Protection legislation		•	
Experience of a school environment including school databases eg iSAMS		•	
Personal qualities	Essential	Desirable	Method of assessment
Ability to work flexibly to support the requirements of the House and the pupils	•		Application Form Interview Assessment Exercise References
Friendly, approachable attitude	•		
Calm under pressure	•		
Team player	•		
Ability to plan and organise	•		
Excellent written and verbal communication skills	•		
Attention to detail	•		
Open to learning new skills		•	References

Please note that you will be required to use your own car for the requirements of your role. You are covered under the School's "occasional business use" policy for insurance purposes for occasional travel on School business within Oundle and to other locations e.g. hospitals for medical appointments. The School considers it good practice for matrons to ensure that they also have business use cover with their own insurance policy as a back-up should they adopt a pattern of usage which is out of line with the standard expectations of the role and more than occasional for any reason. Travel expenses will be paid in accordance with the School policy, journeys between School buildings and journeys of less than 2 miles are excluded, as described in the School's expenses policy.

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

How to Apply: Candidates should download the application form at www.oundleschool.org.uk/vacancies and submit via email (preferred) or post to:

E-mail: recruitment@oundleschool.org.uk

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Closing date for applications is **Friday 17th October 2025 at 09:00am.**

Interviews will be held on week commencing 3 November 2025.

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's website.

Information for applicants

Start date	5 January 2026, subject to notice period and pre-employment checks.
Hours of work	This is a job share role working up to 26.25 hours per week, Monday, Tuesday and Wednesday 07:45am – 05:30pm. All meal breaks are non-working hours and unpaid.
Working weeks	This role is to work Term time plus two weeks, which is 35 weeks per annum (paid for 39.74 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	FTE £26,790 per annum. Based on 26.25 hours per week over 35 working weeks, pro rata salary would be £13,436. You will be paid each month through the year.
Annual leave	Pro rata of 31 days' paid holiday (inclusive of seven public holidays). There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). All holidays must be taken during Oundle School holiday periods, not during Term time or periods when you are required to work your remaining contracted hours.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Access to the swimming pool, health centre and sports facilities • Cycle to Work scheme • Free light lunch available for staff during School term times • Free car parking (subject to availability) <p><i>Some of the above are non-contractual</i></p>