

ADMINISTRATION ASSISTANT

Job Description

POST:	Administration Assistant
REPORTS TO:	Deputy Head Co-Curricular and Operations (DHCO) / Director of Performing Arts
POST DETAILS	Monday to Friday – 8.30am – 5.00pm (one hour unpaid lunch break) 37.5 hours per week This is a full time, all year round position with 6 weeks' paid holiday (+ bank holidays). Alternatively for the right candidate, this could be a Term Time only position (+ 5 further weeks during the holidays, total working weeks 41.5 weeks)

Overview

We are looking for a friendly, enthusiastic and hardworking Administrator to provide administrative support to the Deputy Head Co-curricular and Operations (DHCO) and related departments.

Ballard School

Ballard is a thriving co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. Ballard's dynamic leadership has turned 'excellent & outstanding' (ISI) into exceptional. Putting families first, Ballard offers wrap around care and has been helping families with the VAT on school fees - paying it all in 2025 and paying 14% this academic year. With lots of exciting plans in place, there has never been a better time to join.

Ballard is a multi-award winning school - crowned **Co-educational School of the Year Award 2024/25** in the Independent School of the Year Awards, having reached the finals for Sport in 2023 and Performing Arts in 2022. In 2025, we won the ISA Award for Fine Arts and Design, were awarded the coveted Eco Schools Green Flag with Distinction, retained our School Games Mark Gold status, and were finalists for the MTI Award for Musical Theatre Provision. We have recently passed our latest ISI inspection with flying colours.

Ballard offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

Job Description

Main Duties and Responsibilities

Your responsibilities will include:

- All administrative duties needed to support the DHCO
- Manage the DHCO electronic diary (Outlook) and arrange appointments (keeping thorough records)
- Complete all letters / booklets / paperwork as requested by the DHCO
- Minute staff meetings, as necessary
- Process communication with parents at various times of the academic year and with different Year groups

- Assist with the administration of the SOCS system including all Co-Curricular events, activities, facilities and individual music and speech and drama lessons
- General administrative duties (during holiday working) for members of the Leadership Team, as needed
- Administration for Holiday camps and activities
- Maintenance of the Alumni database (and assist with the initial set up)

Co-Curricular activities

- Allocate staff cover for activities due to absence
- Assist with tracking and monitoring pupil and staff involvement in activities
- Assist with monitoring daily participation and absence of pupils from activities

Calendar

- Assist with the administration of the SOCS calendar and updating events and room bookings
- Attend the weekly calendar meeting and assist with the compilation of the weekly and termly calendar and related documents.

Scholarships and Laureate Programme

- Collating data from SOCS and other sources on pupil engagement
- Assist with the administration of the Scholarship application process
- Assist with the administration of Scholar and Laureate events

Events

- Assist the DHCO with the organisation of School events, including communication with the School community and external providers.

Visiting Music and Drama providers

- Music and LAMDA exam entry management
- Communication of timetable - liaison with peripatetic staff and pupils / parents
- Any other administration as requested

Trips

- Preparing letters and MS forms
- Collecting and chasing responses
- Supporting trip leaders with trip administration and preparation of documents and resources

Supporting the School

- Promoting and safeguarding the welfare of children and young people in accordance with the School's Safeguarding and Child Protection Policy
- Adhere to all School policies
- Be aware of School procedures
- Attend relevant INSET training
- Ensure all matters concerning pupils, other staff and the school remain confidential
- Carry out any other appropriate duties within the context of the post as directed by the DHCO and/or Headteacher

Person Specification

Essential

- Have strong practical knowledge of Microsoft Office, particularly Excel for data handling, Word for document creation and MS Forms. Excellent file management is essential. A keenness to learn and improve in IT systems and tools is highly valued
- Have good interpersonal skills to be able to communicate effectively with all stakeholders, including the Leadership Team, teaching staff, pupils and parents
- Highly organised, with strong time-management and problem-solving abilities
- Able to work independently while also contributing positively to team collaboration

- Sound understanding of data protection regulations, including GDPR, and their practical application in a school setting
- Experience managing complex administrative processes with accuracy and attention to detail
- Ability to prioritise effectively
- Ability to work under pressure at key times
- Patience and understanding are essential, as is a sense of humour
- Ability to act with tact and diplomacy
- Ability to deal with situations of a sensitive nature

Desirable

- Ideally competent in the use of iSAMS, SOCS, EVOLVE and other school software programmes, however full training will be given as required
- Familiarity with working in a school environment and understanding of its operational rhythms
- Willingness to support the wider aims and ethos of the School

If a candidate does not possess all the required skills at the outset, they are committed to undertaking training to acquire the essential competencies within the necessary timeframe.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Working Hours and Rate of Pay

- The hours for this position are 37.5 hours per week. Either
 - All year round, with 6 weeks paid holiday (+ bank holidays). The majority of holiday will need to be taken during school holidays, but some term time holiday may be approved as agreed with the DHCO; or
 - Term Time only (+ 5 further weeks during the holidays, total working weeks 41 weeks per year) (+ 5.6 weeks holiday per year including bank holidays)
- Your hours of work will be 8.30am to 5pm Monday to Friday including 1 hour (unpaid) for lunch.
- Annual salary up to £27,397.50 FTE per annum dependent on experience. (Hourly rate of £14.05)
- Defined contribution pension scheme – employer contribution of 10.5%
- Staff are welcome to have a school lunch and refreshments in term time and parking is available on site

Applications

How to apply:

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Deputy Head Co-Curricular and Operations to recruitment@ballardschool.co.uk.

Application deadline: 9.00am Wednesday 25th February 2026

Interviews: Flexible by mutual agreement

Start Date: As soon as possible

Early applications are encouraged. We will be reviewing applications as they are received and reserve the right to appoint before the closing date.

Shortlisted applicants will be invited to the School for interviews.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

(Enhanced Disclosure). As part of the referencing process, the School will undertake digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies