

A close-up portrait of a young girl with light brown hair and green eyes, wearing black-rimmed glasses. The image is the background for the entire page.

IBELONG

Candidate brief
School Administrator



Southbank
International School

LONDON'S LEADING IB WORLD SCHOOL

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ABOUT OUR SCHOOL AND STAFF

For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11)
Hampstead and Kensington
- Middle Years Programme (ages 11–16)
Westminster
- Diploma Programme (ages 16–19)
Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

SAFEGUARDING OUR STUDENTS

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. Appointments are subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity. We will also ask for police checks from any countries a candidate has lived or worked in for three or more months in the past 10 years or if they completed their teaching training outside of the UK.

OUR CAMPUSES



KENSINGTON

Primary Years Programme

Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library/ media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



HAMPSTEAD

Primary Years Programme

Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



PORTLAND PLACE (WESTMINSTER)

Middle Years Programme

Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall/theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



CONWAY STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space/ hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, magazines, local and national newspapers, online databases and university prospectuses.



CLEVELAND STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and design features which bring nature indoors.

THE INTERNATIONAL BACCALAUREATE

The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit southbank.org or ibo.org, the official website of the International Baccalaureate.

WELCOME TO COGNITA SCHOOLS

Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 80 schools in Europe, Latin America and Asia.

We employ over 7,500 teaching and support staff who are responsible for the education and care of more than 50,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

A Cognita Education has three key ingredients



Academic

Pursuing academic excellence for every child



Character

Developing character



Global

Connecting with a global community

JOB DESCRIPTION:

School Administrator

REPORTING TO

Administration Manager

HOURS

08.15-16.45

SUMMARY

A warm, efficient and resourceful person who enjoys working as part of a mutually supportive administration team while taking pride in ownership of key administrative responsibilities, under the guidance of the Administration Manager. Normal place of work will be the Portland Place site (63-65 Portland Place W1B1QR)

RESPONSIBILITIES

Provide administrative support to the Senior Leadership Team in Portland Place and the Educational Visits Coordinator (EVC)

Attendance

- Oversee Grades 6-9 am and pm attendance and each period
- Liaise with SLT regarding attendance issues
- Communicate with parents about extended absences and requested absences
- Liaise with G10-12 attendance Administrators
- Run monthly and DfE yearly attendance reports

Educational Trips

- Assist the EVC and provide basic Evolve training for Trip Leaders
- Oversee accuracy and completeness of documents uploaded to Evolve
- Update Evolve with new staff accounts
- Coordinate return of trip permission forms and passport / visa information
- Coordinate transport arrangements for educational trips including dismissal forms
- Coordinate paperwork for providers/ centres (e.g., Discovery Week)
- Collate trip packs including, for example:
 - Contact lists, rooming lists and activity groups
 - individual student medication
 - student ID cards for overseas trips

- trip mobile phones
- Oversee distribution of trip evaluation forms to trip leaders and students, and uploading staff evaluations to Evolve

Health and Safety/First Aid

- Undertake all training / training updates required of the role (available through the school's PD programme)
- Act as one of the principal first aiders, ensuring sick and injured students and staff receive the appropriate treatment and parents/staff are informed
- Log medical and first aid incidents in Medical Tracker
- Organise vaccination sessions (HPV, etc) with external providers and arrange schedule and venues with support from Administration Manager
- Book staff first aid courses with external provider
- Maintain student health records, liaise with parents regarding emergency medication and display and produce relevant health information
- Ensure medicine and first aid packs go out on trips, off-site PE lessons and extracurricular activities and are returned
- Coordinate student medical data entry in iSAMS from student information forms (SIF), migrate data to Medical Tracker
- Manage student medical care plans
- Support emergency exit procedures in the event of an emergency
- Act as fire marshal

Professional Development

- Participate in the school's programme of professional development aimed at continuous improvement within the school's goals, mission and values

Other

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend school meetings as required
- Support the overall ethos and aims of the school
- Support the roles of other Administrators as a member of the team
- Enter, extract and publish data as required when directed by Administration Manager

- Assist with and attend out of hours events: Back to School Night, International Night, Information Mornings, Parent Teacher Student Conferences etc if necessary
- Provide reception cover at any of the Westminster sites if necessary
- Monitor and respond to relevant campus general email account
- Assist with school bus departures (pm)

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

This job description is liable to variation to reflect changes in the requirements of the post.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

PERSON SPECIFICATION

School Administrator

Essential	Desirable
At least 5 GCSEs/or equivalent (Grades A* - C) including Maths and English	Experience working in an international school
Excellent IT skills using Google and Microsoft applications	Knowledge of iSAMS database
Demonstrate track record of working successfully as part of a team and able to independently manage key tasks	Knowledge of Evolve
Skilled in using IT for administration and adaptable to new systems	Knowledge of Medical Tracker database
Professional, friendly and polite manner including being tactful, diplomatic and approachable where necessary	First aid training
Able to prioritise effectively and calmly	
Be able to use initiative and have a solution focused mind set	
A flexible approach to tasks and excellent ability to multitask	
Self-motivated and efficient at time management	
Excellent communications skills	
Willingness to learn from others in the development of good practice	
Excellent attendance and punctuality	
Enjoy relating to and ability to build a rapport with students aged 11-16	
Willingness to respond to unexpected events and cover for colleagues as appropriate	
Flexibility to vary normal working hours to attend training activities and other events that may be outside of normal working hours	
Good sense of humour and enthusiasm	

OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Interest free season ticket loan
- Own device during employment
- Generous maternity/paternity conditions
- 'My Staff Shop' membership

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

To apply, please do the following:

- Visit www.southbank.org
- Download the appropriate application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for any role.

JOBS AT SOUTHBANK

For all our latest vacancies,
please visit www.southbank.org

If you have any queries about a
position, please contact us on
jobs@southbank.org

Southbank Kensington (3–11 years)
36–38 Kensington Park Road, London W11 3BU

Southbank Hampstead (3–11 years)
16 Netherhall Gardens, London NW3 5TH

Southbank Westminster (11–19 years)
63–65 Portland Place, London W1B 1QR
17 Conway Street, London W1T 6BN
379 Euston Road, London NW1 3AU

COGNITA

An inspiring world of education