

Brighton Waldorf School

Job Description

Administration Co-ordinator

Place of Work:

Brighton Waldorf School, Roedean Road, Brighton BN2 5RA

Times of Work:

Full time hours

Remuneration: £25,000

Contract: Permanent

Interview Date: TBC

Closing Date: Once filled

Start Date: By arrangement

Probationary Period: Six months

How to Apply:

Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to: admin@brightonwaldorfschool.org

Vacancy for immediate start: Administration Co-ordinator

Brighton Waldorf School is a small urban independent school with a rich curriculum based on Waldorf pedagogy. The school has approximately 160 children between the ages of 18 months to 16 years and is a member of the worldwide family of Waldorf schools.

As Administration Co-ordinator you will be the person in the school responsible for fulfilling the day-to-day management responsibilities that enable the school to deliver a rich Waldorf curriculum in a safe, supportive and nurturing environment. You should have some experience of management or administration, including financial responsibilities, ideally within an educational setting. You will need to be a very well-organised person with good interpersonal skills who enjoys the challenges of a multi-faceted role. Familiarity with Xero software would be useful, but not essential.

The Administration Co-ordinator is also a permanent and proactive member of the school Leadership Team (SLT) whose three members (Community Engagement Co-ordinator, Education Co-ordinator and Administration Co-ordinator) together lead the school. SLT is the principal decision-making and implementing body for the whole school and reports to the Board of Trustees. This aspect of the role requires someone who has effective team working and listening skills as well as the confidence to share in significant decision-making.

The role is full-time, Monday - Friday during normal office hours with very occasional out-of-hours meetings. Job-share applications will be welcome.

Key co-ordinating responsibilities:

General administration

- Line-manage and support the administration team.
- Ensure that the school has all necessary policies & procedures in place, and that these are communicated, applied, and regularly reviewed and updated.
- Ensure that data is, at all times, obtained, processed and stored in compliance with legal requirements.
- Obtain legal advice for the school when the need arises
- Attend relevant meetings of the Steiner Waldorf Schools Fellowship and disseminate outcomes

Personnel

- Work with colleagues in the Leadership Team to establish staffing needs.
- Oversee the recruitment, induction and training of staff, including mentoring of new administrative staff.
- In conjunction with the Education Co-ordinator, organise, support and monitor staff development and training, including INSET days.
- Maintain up to date staff records, including the Single Central Register and staff training records.

Health & Safety

- Be the Responsible Person in respect of Health & Safety.
- Monitor Health & Safety policies and practices in the school and ensure they are updated according to legislation.
- Carry out risk assessments (activities & spaces) and support other staff and parent volunteers in carrying out risk assessments.
- Coordinate the creation of emergency action plans for students with medical/behaviour conditions.
- Manage educational visits and annual camps.

Any other tasks which may be reasonably expected of a manager to assist the smooth running of the school.

Application process

Brighton Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from the country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last three months, will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

Further information about our school can be found on our website

<https://www.brightonwaldorfschool.org/>

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If there is any reason you are not able to email your application, please state why, and send by post to:

The Trustees
Brighton Waldorf School
Roedean Road
Brighton
BN2 5RA