SEVENOAKS SCHOOL

HR & OPERATIONS ADMINISTRATOR





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

HOLIDAY PROGRAMMES

Sevenoaks School has been running holiday



courses on its campus for many years. These take place during the Easter and Summer holidays and include the flagship Summer Programme, the Music Programme, English Language Programme, Innovation & Enterprise Programme, FIRST Tech Robotics Challenge, alongside the Easter and Summer IB revision courses. In the coming years, the school plans to increase the number and size of these courses.

THE TEAM

Holiday Programmes is a small team consisting of 3 members; the Director of Holiday Programmes, the Admissions & Curriculum Manager, and the HR & Operations Administrator. The peak season is during the summer month of July when the main Programme is delivered and the type of work fluctuates throughout the year from promotion, admissions to operations. The successful applicant would be largely engaged with the recruitment of staff for the two revision courses in April and August, and the Summer Programme in July, and supporting with operations in the build-up and during all of the holiday programmes.

THE ROLE

The Holiday Programmes department is looking for a strong administrator who is extremely organised, efficient and able to work independently, as well as a part of the team. It is a varied role which will support the team to deliver an effective HR service covering the whole of the recruitment lifecycle for the Holiday Programmes.

The role will work alongside the Holiday Programme Department and the HR Department in day-to-day activities. This role would suit someone with strong administration experience who enjoys a busy and varied workload and would like to develop their career.

REPORTING TO

The role-holder will report to the Director of Holiday Programmes and works closely with a wide range of colleagues across the school. Effective collaboration and communication are therefore critical to success in this role.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

RECRUITMENT AND ONBOARDING

- To lead the administration of the recruitment processes for roles from start to end, including updating job descriptions, placing advertisements, setting up interview schedules and liaison with candidates.
- To carry out general HR administration, including setting up and updating HR files, general departmental record keeping and filing.
- To carry out pre-employment safer recruitment checks and interviews in line with statutory guidance and requirements for new joiners in a timely and efficient manner.
- To ensure that the Single Central Register (SCR) is up to date and inspection ready at all times in line with statutory guidance and



requirements.

- To draft and send contracts for HR to sign off where appropriate.
- To support the onboarding and induction process for new staff.

OPERATIONS

- Liaise with relevant departments to book teaching rooms and facilities on site.
- Plan the off-site excursions, including booking transport arrangements, entrance tickets and creating group itineraries.
- Prepare briefing notes for the Head of Co-curricular about each excursion, including the preparation of Activity Leader packs.
- Order kit and stock ahead of the summer programmes and complete a regular audit.

OTHER DUTIES

- To support with general admin duties for the holiday programmes team, including responding to emails and answering telephone queries.
- Support the Admissions & Curriculum Manager to complete online student interviews, when they are not available.
- Support the Admissions & Curriculum Manager to chase and confirm payments made for courses on OpenApply & Stripe.
- While courses are in progress, the role will be hands-on and will involve student and parent interaction including providing tours and liaising with staff.
- To work with colleagues across the school in a collaborative and collegiate manner.
- To perform any other tasks as reasonably required by the Director of Holiday Programmes or other senior members of the school.
- Travel internationally, where required, to attend overseas student recruitment events.

PERSON SPECIFICATION

ESSENTIAL

- Very strong administrative ability with high levels of efficiency.
- Excellent IT skills, with strong knowledge of Microsoft Office applications e.g. Word, Excel, etc.
- Ability to work both independently and collaboratively with colleagues.
- Numerate and comfortable working with spreadsheets and data.
- Adaptable, approachable and supportive with a can-do attitude.
- Ability to work calmly under pressure and manage a busy workload to meet deadlines.
- An interest in HR and Recruitment.
- Strong people skills, including the ability to persuade.
- A positive and can-do attitude with the personal drive to continue with a task until its completion, regardless of any difficulties.
- Good communication skills, both written and spoken, along with strong interpersonal skills and a customer service focus.



- Expertise in understanding of working to complex regulations and keeping up-to-date with changes.
- Very high standards of accuracy and attention to detail.
- Experience of working under pressure and to tight deadlines.
- Full understanding of employee confidentiality and data protection with the appropriate handling of sensitive information (GDPR).
- Ability to work supportively as part of a team.
- Aptitude to work with people at all levels across the organisation and provide a friendly and professional face of the departments.
- Willingness to travel overseas for student recruitment events.

DESIRABLE

- Experience of working in a school environment.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 09:00-17:00 all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times.

Whilst this post is offered on a full-time basis of 40 hours per week, we welcome applications from candidates seeking flexible working arrangements, including a four-day working week.

SALARY

A salary of £29,806 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Access to Sevenoaks School Savers, a retail discount scheme
- Optional Benenden Health membership (employee funded)
- Fee remission policy (terms apply)



CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at https://www.sevenoaksschool.org/work-at-sevenoaks/.

The closing date for applications is 22/11/2026 at 23:59.

First stage Teams interviews will take place on Thursday 26th November.

Second Stage face to face interviews will take place either Tuesday 1st or Wednesday 2nd December.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.