COLLEGE OFFICE ADMINISTRATOR

Cheltenham College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of about 720 pupils, including a Sixth Form of approximately 270 pupils. The Prep School (3-13) is a school of some 400 pupils around 50 of whom board full-time, as well as our very popular flexi-boarding option. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town.

The Post

Reporting to the College Office Team Leader, the College Office Administrator assists with the day-to-day administration tasks within our busy school office. Using and maintaining school systems such as SOCS, Evolve, Orah and iSAMS, to organise the school calendar, school trips, Boarding House registration and College pupil database information. Also included is assisting staff with reprographics and maintaining the stock levels of related supplies. Greeting and assisting both pupils and staff who attend College Office with queries.

Key Responsibilities

General Administrative Tasks

- Answer the College Office phone providing support with general enquiries from staff and parents.
- Greet staff and pupils who call into College Office and support them with general administrative tasks, requests for help with College Office systems or to pick up stationery.
- Support bulk photocopying and reprographics tasks for the teachers; in particular support efforts to prepare for the beginning of term.
- SOCS – Manage entries, attend calendar meetings and oversee authorisation for events and publish accordingly.
- Evolve – notifying parents and recording responses, recording payments, managing trips and consents, trip phones, assisting parents with passwords and problems.
- Orah – managing the passes required for Boarding House events, assisting parents and staff with queries.
- iSAMS – knowledge of the system to ensure it is fully updated, to organise pupil disciplinary action.
- Collate staff notices sent through to College Office and publish them on the daily Staff Bulletin.
- Load useful administrative documents and forms onto the College Office section of SharePoint ensuring that the latest version of documents is available and removing old documents as needed.
- Communicate with parents where necessary.
- Assist with stationery control, supply, purchasing and recharges.
- Provide cover for Reception as required to support periods of holiday or sickness absence.
- Carry out general administrative duties as required.

Skills and Characteristics

- Flexible and adaptable with the ability to deal with a wide variety of tasks and people
- Demonstrates professional pride and attention to detail
- Self-motivated and able to work both individually and as part of a team
- Able to work under pressure and meet key deadlines
- Customer service skills
- Excellent organisational skills
- Excellent English language and communication skills.
- Experience of working with Office 365, in particular, Word and Excel is essential.
- Experience of working with Databases such as iSAMS, SOCS, Evolve and Orah.
- Some knowledge of MS Forms and SharePoint would be advantageous.

Terms and Conditions

- 8:30 am to 5.00 pm, Mondays to Fridays, some flexibility is required and given
- Term Time (to follow public school term dates)
- Salary: College Grade C
- School lunch (during term time).
- Use of college sport facilities (at staff allocated times)
- Pension scheme (subject to satisfactory completion of probation).
- Subsidised health scheme membership (Benenden)

July 2025