



MHS
Reigate

SCHOOL ADMINISTRATOR CANDIDATE PACK

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL

INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Bury's Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate - not fear - their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: School Administrator

RESPONSIBLE TO: Chief Operating Officer

THE ROLE:

Purpose:

To provide high quality administrative and organisational support across both the academic and support functions of the School and participate in the smooth day-to-day running of the School office and reception area. The role includes front-of-house reception duties and requires excellent organisational skills, attention to detail, and the ability to work effectively under pressure in a busy School environment.

KEY RESPONSIBILITIES

General Administration

- Provide efficient administrative support across the school, as needed
- Maintain accurate records and filing systems (electronic and paper) in line with GDPR and School policies
- Assist with the preparation and distribution of correspondence and School communications as directed by the Headteacher and/or School Receptionist
- Support preparations for School events and activities such as Celebration Assemblies, Prizegiving, Sports Day and other parental events
- Take on ad hoc administrative tasks assigned by members of the SLT when required

School Office/Reception

- Provide cover for the School reception from 8am to 9:15 daily and provide lunch and absence cover for the Receptionist when needed
- Answer telephone calls promptly and professionally
- Greet visitors, parents, contractors, and pupils in a welcoming and professional manner
- Manage visitor sign-in procedures in accordance with safeguarding requirements
- Support the School Receptionist with attendance or other administrative tasks as required





JOB TITLE: School Administrator

RESPONSIBLE TO: Chief Operating Officer

Celebration Assemblies and Pupil Recognition

- Responsible for organisation of termly Celebration Assemblies
- Liaison with the Estates Team regarding visitor numbers and parking arrangements
- Produce pupil certificates ensuring accuracy and make ready for distribution to Departmental Heads

After School Clubs and Activities

- Plan, coordinate, and manage the School's after School clubs and activities programme
- Ensure appropriate staffing and room availability
- Communicate club schedule and any changes or cancellations clearly to pupils, parents, and staff as necessary
- Maintain club registers and associated administrative documentation to facilitate accurate billing, where needed

Compliance, Safeguarding and Confidentiality

- Work in accordance with the School's safeguarding policies and procedures at all times
- Maintain strict confidentiality in relation to pupils, families, and staff
- Ensure administrative processes support compliance with School policies and regulatory requirements, particularly GDPR

General Duties

- Support School events in person as required (e.g. open mornings, prizegiving, Sports Day etc.)
- Support with exam scribing when/if required
- Undertake other reasonable administrative duties as required to support the effective operation of the School

Health and Safety

Every staff member has a legal duty to take reasonable care of their health & safety at work as well as for the health and safety of others who might be affected by their actions and omissions in the work situation.

Safeguarding

A commitment to safeguarding and promoting the welfare of children and young people.

This job description may be subject to change to meet the needs of MHSET.





JOB TITLE: School Administrator

RESPONSIBLE TO: Chief Operating Officer

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS Check (List 99, Declaration of Fitness to Work, Self Declaration). As an equal opportunity employer, we welcome applications from all sections of the community.

This post will be subject to an enhanced DBS Disclosure.





JOB TITLE: School Administrator

RESPONSIBLE TO: Chief Operating Officer

SKILLS AND COMPETENCIES REQUIRED

ESSENTIAL

Proven experience in an administrative or office based role, ideally within an educational setting

Excellent organisational skills with the ability to manage multiple priorities and deadlines

Strong communication and interpersonal skills, with a professional and friendly manner

High level of accuracy and attention to detail

Confident IT skills, including Microsoft Office (Word, Excel, Outlook).

DESIRABLE

Experience of working in a school or specialist education environment

Understanding of safeguarding and data protection requirements in schools

Experience of coordinating events, timetables, or extracurricular activities

Working knowledge of iSAMS

Visionary mindset with the ability to contribute to school improvement and growth



GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations

The logo for Moon Hall School (MHS) Reigate. It features a dark blue shield shape with a white border. Inside the shield, the letters "MHS" are written in a large, white, bold, sans-serif font. Below "MHS", the word "Reigate" is written in a smaller, white, sans-serif font.

MHS
Reigate

START DATE: AS SOON AS POSSIBLE



GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

The logo for Moon Hall School (MHS) Reigate. It features a dark blue shield-like shape with a white border. Inside the shield, the letters "MHS" are written in a large, white, bold, sans-serif font. Below "MHS", the word "Reigate" is written in a smaller, white, sans-serif font. The entire logo is set against a yellow background.

MHS
Reigate

START DATE: AS SOON AS POSSIBLE



MHS

Reigate