



THE PERSE SCHOOL CAMBRIDGE

IT OFFICE ADMINISTRATOR Fixed Term CANDIDATE INFO PACK





The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, IT, administration and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

Our School Environment

As an academically selective school, we are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama. Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle.

There are many opportunities for support staff to get involved in the wider life of the school, from volunteering with our outdoor education department or helping in our Performing Arts Centre during one of the many productions.

You can read more about our school on our [website](#).





Salary: £34,901 per annum

Working hours: 37.5 per week, full year

The IT Department

The IT department is led by the IT Director and is supported by a large team.

All members of the IT department are expected to provide support to all three sites, which may involve visiting other sites to complete their duties effectively.

The Role

This is a full-time, fixed-term administrative role within the IT department. The postholder will provide practical and administrative support for the implementation of the new school information system, while helping to maintain the day-to-day operation of the IT Office across the 3-18 age range.

The role combines IT Office administration, device and stock processes, data-protection administration, Parent Portal support and operational support for mock examinations. This is primarily a non-technical role; prior technical experience is not essential, but an interest in IT, strong digital skills, and a willingness to learn are important.

As a member of support staff the Office Administrator's ultimate line manager will be the Bursar, although day to day responsibility will be to the Head of Academic Operations.

Key Responsibilities

IT Office administration (3-18)

- Coordinate device repairs and returns, including staff and pupil devices, and maintain accurate records of progress and outcomes.
- Maintain stock records, monitor levels and support the ordering, receipt and distribution of equipment and consumables.
- Support IT inductions for new staff and other users, including the preparation of equipment, information and routine documentation.
- Administer staff and pupil photographs, including associated lists, records and distribution tasks.
- Provide general administrative support to the IT Office and help ensure that records, documentation and shared information remain up to date.
- Work flexibly, both independently and as part of the wider IT team, to support the smooth running of the department.

Veracross implementation support

- Provide administrative and practical support for the School's implementation of Veracross.
- Assist with implementation tasks, record keeping, data checking, documentation and follow-up activity as directed.
- Support colleagues with routine queries and help maintain clear implementation guidance and process notes.



Key Responsibilities

Parent Portal administration (3-18)

- Create and maintain Parent Portal content pages, ensuring information is clear, accurate and up to date.
- Administer routine requests for changes to personal details, following the School's data-checking and approval processes.
- Respond to or route routine Parent Portal queries and maintain appropriate records of changes and outcomes.

Examination operations

- Support the administration of the examination sessions, including last minute changes.
- Coordinate rooming and seating changes for mock examinations and communicate confirmed arrangements to relevant colleagues.
- Support the administration, preparation and placement of IT equipment used for examinations.
- Prepare and manage candidate cards and related operational materials.

Data protection administration (3-18)

- Provide administrative support to the Director of ICT in relation to data-protection activity across the School.
- Maintain accurate records, logs and supporting documentation, following the School's agreed procedures.
- Help coordinate routine requests and follow-up actions, escalating matters to the appropriate colleague when required.

General responsibilities

- Provide a professional, helpful service to staff, parents, pupils and other members of the School community.
- Handle information carefully and maintain confidentiality at all times.
- Produce and update user guidance, process notes and internal documentation where required.
- Undertake other reasonable administrative duties that are consistent with the scope and level of the role.
- Comply with the School's safeguarding, data-protection, health and safety, equality and other relevant policies and procedures.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.



Person Specification

Area	Essential	Desirable
Education and qualifications	A good general level of education.	Further relevant administrative, IT or data-related training.
Relevant experience	- Experience in administration and maintaining accurate records. - Experience of working with confidential or sensitive information.	- Experience in a school or other education setting. - Experience of device, stock or examination administration.
Digital skills	- Confident user of Microsoft Word, Excel, Outlook and shared document systems. - Able to learn new systems and follow documented processes.	- Experience of Veracross or another school management information system. - Experience working with databases.
Organisation and problem solving	- Strong organisational skills, with the ability to plan, prioritise and manage both immediate and recurring tasks. - A careful, analytical and practical approach to problem solving. - Close attention to detail and a conscientious approach.	Experience of coordinating tasks across several teams or sites.
Communication and teamwork	- Clear written and verbal communication skills. - Strong interpersonal skills and the ability to communicate effectively with a wide range of people. - A proactive, flexible and collaborative approach, with the ability to work independently.	Experience producing guidance or process documentation.
Personal requirements	- A commitment to safeguarding and promoting the welfare of children and young people. - Discretion, sound judgement and respect for confidentiality. - A positive attitude and willingness to learn.	Interest in IT systems and school operations.





Job Specific Terms and Conditions

Working Hours

The post is full time, 37.5 hours per week with a half hour unpaid lunch break, for a fixed term to end on 20th December 2027. The post is primarily based in the Upper School but there may be a requirement to move between sites when necessary.

Salary

The starting salary will be up to £34,901 per annum.

Holidays

Paid holiday entitlement is 30 days plus Bank holidays per annum, which must be taken during School holidays.

Other benefits

Pension scheme with employer contributions of 13.75%; free lunch in term time; free on site parking subject to availability; free use of gym and swimming pool during defined periods.

Application process

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at recruitment@perse.co.uk.

Closing Date

The closing date for applications is **Friday 30th October at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Interviews will be held on Wednesday 4th and Friday 6th November.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.