



School Receptionist/Administrator

Candidate Information

Required immediately

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11





Executive Summary

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an flexible, dynamic and dedicated candidate with the ability to provide a vital role in ensuring that all school's administrative support is delivered timely and effectively.

This opportunity would suit a resourceful and highly-approachable, organised, diplomatic and confident person who is calm, with good interpersonal skills. Excellent IT skills, a sense of humour and a willingness to work as part of a team will be key to ensuring the school office is run effectively.

Closing Dates: **Monday 20th April 2026**

Interviews: **Friday 24th April 2026**

We would be delighted to talk on the phone to any candidate who would like to know more about the post. Please contact us either at the School on 01732 453039 or by email through secretary@granvilleschool.org

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (25 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in February 2025 and the school was proud to be judged to meet all of the regulatory compliance standards in every area. The report was overwhelmingly positive and can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As a new member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



Job Description: School Receptionist/Administrator

The successful candidate will be a confident, flexible, committed individual who will provide excellent administrative support and act as an excellent role model in delivering great customer service to our school community. The individual will work across departments, supporting a variety of administrative needs.

As School Receptionist/Administrator, you will be:

- Accountable to the Bursar & Headmistress
- Able to manage to completion a variety of tasks
- Able to self manage your workflow and carefully prioritise work
- Able to support teaching and non-teaching staff as well as parents and pupils
- A member of a team providing a fast, effective and efficient administrative support service for the school
- Administering medicines and first aid to pupils
- The first point of contact for all stakeholders including staff, children, parents, coaches, visitors and prospective families
- Operating the entry intercom and ensure that all visitors (including contractors) and students arriving late or leaving early comply with school signing in procedures
- Responsible for all incoming post and deliveries and distribute as necessary
- Using the school IT system and database as appropriate including full control over wrap around care
- Following our procedures and show a commitment to Safeguarding Children



Job Description: School Receptionist/Administrator

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Educated to A-Level • Level 3 - 5 NVQ Certificate or Diploma in Business & Administration • Standard Maths and English GCSE grade 4 or above 	<ul style="list-style-type: none"> • Educated to Degree Level
Experience	<ul style="list-style-type: none"> • Previous administrative experience • 3+ years in a Reception / Administration role 	<ul style="list-style-type: none"> • Previous experience of working within education
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent skills with Microsoft Office365 including Word, Excel, Powerpoint, Outlook, Forms 	<ul style="list-style-type: none"> • Basic working knowledge of Canva • Working knowledge of Adobe Documents • First Aid - Paediatric • Knowledge of a school software systems e.g. SchoolBase
Safeguarding	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the health, welfare and safeguarding of children 	



Person Specification (cont.)

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Strong administrative and secretarial skills, attention to detail • Proactive, able to work on own initiative without supervision • Professional and confident manner with excellent interpersonal skills • Ability to form effective relationships with people at all levels • Good communicator via the phone, face to face and in writing • Ability to problem solve and to be flexible • Strong team player, collaborative and adaptable • Highly diplomatic and discrete with the ability to handle highly sensitive matters and maintain confidentiality • An ability to work calmly under pressure showing patience, enthusiasm, resilience and kindness • Strong “can do” attitude 	<ul style="list-style-type: none"> • A creative flair • An interest in marketing



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Key areas of responsibility include:

- Act as a first point of contact for all visitors to the school, ensuring that a positive image, which reflects the ethos of the school, is promoted at all times.
- Receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries.
- Sort incoming mail and despatch outgoing mail.
- Undertake a diverse range of administration and secretarial duties for the Headmistress and Bursar to ensure well-presented and accurate correspondence, reports and other documentation.
- Undertake filing, reprographic duties and associated tasks.
- Maintain and update the school's MIS, paper files and other documents relating to pupils.
- Ensure class registers are completed daily, kept up to date via SchoolBase.
- Assist in the administrative aspects of setting up holiday camps onto the booking system to ensure that the support necessary to deliver a successful programme is in place and managed.
- Set up the administrative aspects of wraparound care. Make sure bookings are accurately recorded onto the booking system to ensure that the support necessary to deliver a successful programme is in place and managed.
- Develop efficient systems to ensure that attendance and administration information is kept confidential, accurate and readily available.
- Assist in the organisation of school events, ensuring that the programme runs effectively.
- Process orders, check deliveries - Manage online accounts.
- Administer first aid to pupils and ensure that the correct accident reporting procedures are followed.
- Ensure all first aid equipment is fully stocked and in the correct working order where applicable.
- Maintain stationary stock and order when necessary.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
- Encourage and maintain good communications with all teaching staff, support, domestic staff and pupils.
- To promote high standards of health and safety for all users of the school facilities



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General Responsibilities for Adults at The Granville

- Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment which children can grow socially, emotionally and mentally
- To develop, easy and professional relationships
- To undertake supervisory duties when required
- To attend staff meetings and school INSET
- To comply with Health and Safety requirements
- To play a full part in the life of the school
- To avoid over familiarity with pupils

Additional Information

Salary

School Receptionist / Administrator – Full Time

Hours: 42.5 hours per week, Monday to Friday, 8:00am – 5:00pm (52 weeks per year)

Pay: £12.71 per hour

Actual Salary: £28,090.00 per annum

Holiday Entitlement: 28 days per year, including bank holidays

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Pension Scheme
- School Fees Staff Discount
- Free parking on site

Additional Information

- It is vital that our staff dress smartly and appropriately. An example to others must be set at all times - to children and parents you will be seen as a teacher.

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to meet the following compliance requirements:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





The 
Granville
School

The Granville School
2 Bradbourne Park Road
Sevenoaks
TN13 3LJ

www.granvilleschool.org
01732 453039