WORKING WITH US

A Message From The Headmaster

I am delighted that you are taking the time to find out more about joining The Croft family.

Here at The Croft we value personal qualities as well as the ability to uphold academic excellence. We are looking for someone with enthusiasm and energy, someone who can inspire, motivate, develop and innovate.

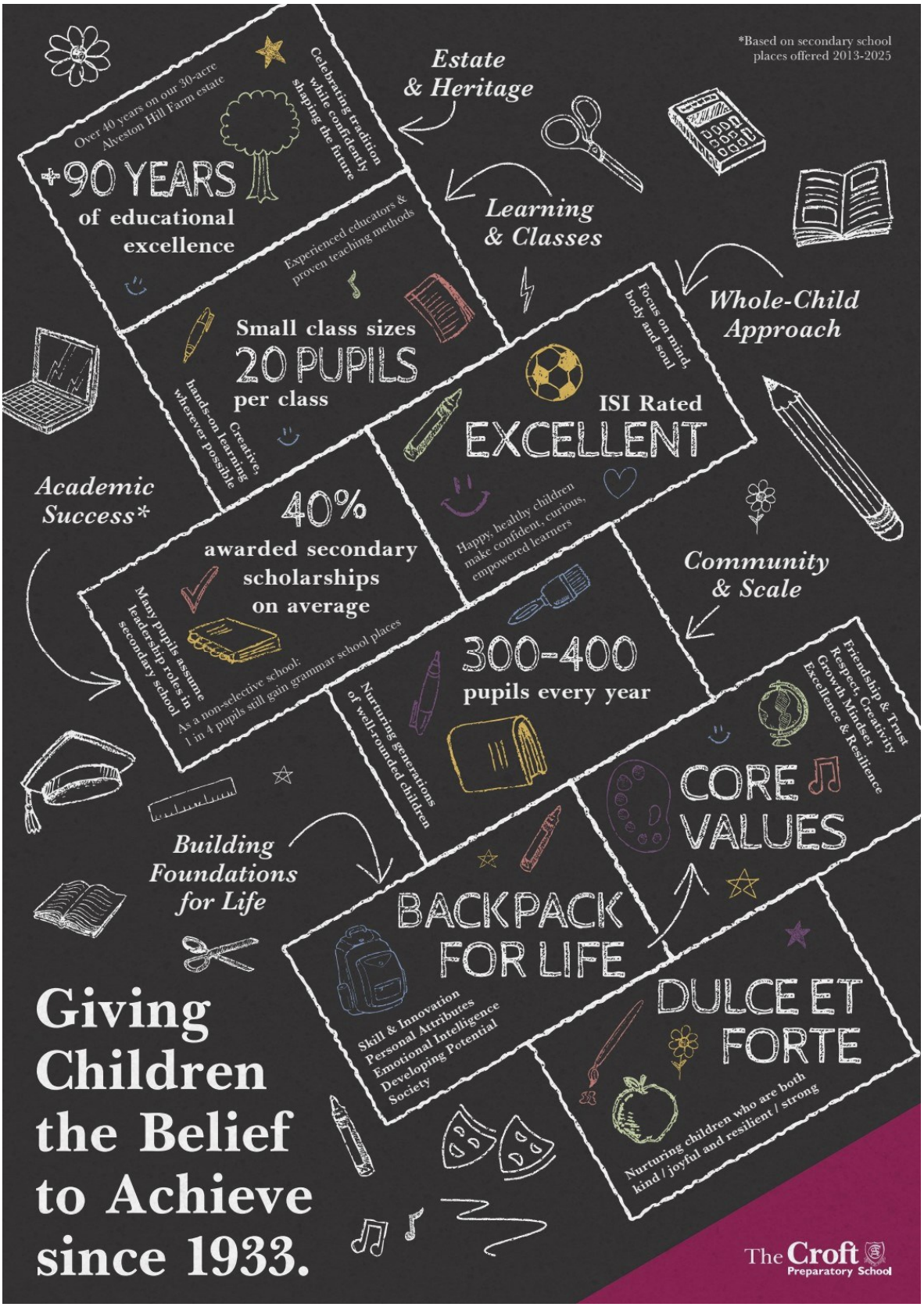
We believe that The Croft is a special place, where children's minds are engaged, their curiosity encouraged, their imagination ignited and their lives enhanced. If you believe that you could embrace the ethos of this traditional, but forward thinking, family school and play a part in moving it on to even greater things, then we would like to meet you.

This pack can only give you a glimpse of our wonderful school; however I hope it conveys the exciting opportunities offered.

Applicants must be prepared to undergo appropriate KCSiE screening. See our Safer Recruitment Policy for full details

Documents & Policies - The Croft Preparatory School

Our School at a Glance



Rooted in Warwickshire,
Ready for the World

A community where identity, values and learning come together. A place where every child is nurtured, challenged and inspired to thrive in a world that looks very different from today. We are Dulce et Forte – sweet and strong – and we live our purpose every single day.

WHO we are

Our identity is worn with pride, stitched into the very fabric of our school. On the left-hand side of our blazer, close to our heart, rests our shield – a symbol of belonging, courage and tradition. We are Dulce et Forte – sweet and strong. Together, as a collective, we embody resilience, kindness and the courage to embrace challenges. Our community is more than a school; it is a home for growth, a sanctuary for learning and a shared space where every individual matters.

WHAT we value

Our six core values guide everything we do, shaping our choices, actions and interactions:

- **Friendship and Trust:** We are trustworthy and honest, building strong, lasting friendships.
- **Respect:** We are kind and considerate to everyone and care for our school and environment.
- **Creativity:** We use our imagination to solve problems in new and exciting ways.
- **Growth Mindset:** We believe talents and abilities can be developed through effort, perseverance and learning from mistakes.
- **Excellence:** We always give our very best, striving for excellence in everything we do.
- **Resilience:** We stay positive when challenges arise and never give up.

These values are not just words; they are lived daily in classrooms, playgrounds and beyond. They shape our community, guide our moral conduct and are celebrated in every achievement, big or small.

HOW we learn

Learning at The Croft goes beyond textbooks. Through **Backpack for Life**, we equip every child with the knowledge, skills and character to thrive in a world that looks very different from today. Curiosity, adaptability, empathy and resilience are carried forward alongside academic excellence, ensuring that our pupils are prepared not just for exams, but for life – for opportunities and challenges yet to come.



We expect all our staff to share and support our ethos

This revolutionary curriculum centres around the development of skills within five key areas - 'Pockets'. Over time, pupils will fill these pockets with the necessary tools for any challenge they may encounter, taking the Backpack with them as they navigate their educational journey at The Croft and beyond.

The five pockets of our Backpack for Life are:



Skill and Innovation

continuous improvement of personal and practical skills to overcome challenges with creative solutions.



Emotional Intelligence

ability to learn about yourself and apply that wisdom to the world around you.



Developing Potential

unlocking and exploring your inner abilities to enable you to thrive.



Personal Attributes

ensuring you're doing the right thing at the right time for the right people.



Society

Understanding the world in which we live in to make informed decisions for everyone.

Job Description

JOB TITLE: **School Administrator**

REPORTING TO: **Business Manager**

JOB PURPOSE:

Oversee the professional functioning of the school office, administrative support team, and key operational systems, ensuring that parents, pupils and staff receive exceptional service. Provide an efficient and proactive welcoming environment to support the School's Values.

Key Results Areas and Main Duties

The role is central to ensuring professional and efficient School office administrative support and managing communications.

Operational Administration & Coordination

- Oversee reception and front-of-house services to ensure a warm, professional environment for families and visitors
- Handle incoming calls, emails and direct enquiries to relevant colleagues, in a timely manner
- Manage school calendars, planning cycles, and administrative support for events (e.g. parental engagement sessions, whole-school events, assessment days)
- Support compliance administration relating to safeguarding, health & safety, HR onboarding, and policies in partnership with relevant leads
- Assist the Business Manager and SLT with documentation, minutes, reports, and administrative support for meetings and inspections
- Assist teaching staff with administrative preparation, school trips, visitor arrangements, lost property and administration of Peripatetic teachers

School Administration Management

- Manage the day-to-day running of the school office and administrative function
- Lead, support, and develop administrative staff, ensuring high performance and a positive, service-minded culture
- Maintain effective systems and workflows for communication (including verbal and written), record-keeping, documentation and operational support
- Ensure administrative policies and procedures are up to date, compliant, and aligned with school priorities

KEY RESPONSIBILITIES CONTINUED:

Communication and Stakeholder Support

- Act as a central point of contact for staff, parents, and external stakeholders on administrative matters
- Ensure timely, clear communication of key information via newsletters, email, and parent communications
- Manage internal communication workflows to support efficient coordination among teaching and support teams
- Promote a culture of responsiveness, discretion, and professionalism within all administrative interactions
- Have an awareness of the admissions process to ensure effective communication and support

MIS Management and IT Oversight

- Serve as the lead administrator for the School's MIS systems, acting as the school's primary point of contact for troubleshooting and support
- Ensure the accuracy, integrity, and security of data entered into MIS systems, including pupil records, attendance, medical details, reports, and communications
- Coordinate with IT support providers (internal or external) to maintain seamless access and system performance
- Lead staff training on MIS systems (both introductory and refresher) to ensure confident and consistent use across the school
- Maintain an ongoing understanding of MIS system updates, modules, and new features, advising SLT on opportunities for process improvement
- Support the integration of MIS systems with other school systems (communications, finance, admissions, etc.) where applicable

Data, Reporting & Compliance

- Maintain accurate and up-to-date administrative records in line with regulatory and safeguarding requirements
- Support preparation for ISI inspections, audits, and compliance checks by ensuring administrative documentation is accessible and well organised
- Produce data reports and analytics from MIS systems to assist SLT decision-making
- Oversee secure data storage, retention, and GDPR compliance across the administrative function.

This list of responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their Line Manager or Headmaster.

We are have a Growth Mindset ethos for all. Therefore we expect all staff to have the enthusiasm and ability to inspire, motivate, develop and innovate, together with the desire to make a difference.

	Essential Attributes	Desirable Attributes
Qualifications and Training	Professional Services or Administration qualification	Evidence of relevant and significant training and commitment to CPD Relevant in-service training
Experience	Proven experience in a customer service or related field	Previous independent school, prep-school or nursery admissions experience Event management
Professional Knowledge and Understanding	Engaging and confident to build professional rapport with families from diverse backgrounds Proficiency in CRM systems, databases, and Microsoft Office Suite Familiarity of the 2-11 education sector and Early Years Foundation Stage (EYFS) Highly professional, discreet, and committed to upholding the school's values and safeguarding expectations A natural ambassador for The Croft Preparatory School	
Skills and Abilities	Effective communication (both orally and in writing) to a variety of audiences; able to establish and develop positive relationships with parents and colleagues Able to prioritise workloads to ensure deadlines are met Highly organised, including time management & excellent attention to detail IT literate including ability to analyse and produce reports	
Personal Qualities	Approachable, empathetic, hard working with high expectations Calm under pressure; able to handle sensitive situations with empathy Enthusiastic, proactive, solution-oriented approach and resourceful Collaborative team player who also thrives working independently Exemplary personal and professional integrity and loyalty, maintaining the ethos of the school . Keen to contribute to the positive culture of the school	

Application Process

Complete an Application Form, in full

(found on www.croftschool.co.uk)

Closing date: Wednesday 28 October 2026 @ 5pm

We reserve the right to close this earlier for suitable candidates

Permanent Role: Full Time; 5 days per week

Standard working hours: 8.00am to 4.30pm

35 weeks during term time (FTE) plus 10 days during non-term time

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Competitive Salary; to be discussed with applicant

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Benefits: Pension; Death in Service;

Comprehensive Health and Well Being Plan; Cooked Lunch; Car Park

The school is an equal opportunities employer and welcomes applications from all sections of the community

As part of your application you need to have read and accepted

The Croft Safer Recruitment policy on our website