

Receptionist & Office Administrator

Candidate Brief



Glendower Preparatory School

ESTABLISHED IN 1895



Welcome from the Head

Thank you for considering the role of Receptionist & Office Administrator at Glendower Preparatory School. As Glendower celebrates its 130th anniversary, we honour a legacy of bold, forward-thinking education, rooted in an unwavering commitment to academic excellence for girls. Founded on the principles of intellectual ambition and opportunity, our school continues to thrive as a dynamic and progressive environment where scholarship, curiosity, and innovation are at the heart of all we do.

Glendower is a vibrant and ambitious place to work, where high standards go hand in hand with a strong sense of camaraderie and professional growth. We invest in our staff through high-quality development opportunities, a collaborative culture, and a commitment to staying at the forefront of academic innovation. If you are ready to contribute to the future of learning at one of London's leading independent girls' schools, we would love to hear from you.

Claire Boyd

Head of Glendower Prep School



The School

Glendower Preparatory School is a leading independent day school for girls aged 3 to 11, located in the heart of South Kensington. In an ambitious and individualised environment, Glendower enables each girl to achieve their personal best and become confident and resilient young women. The School's 2024 ISI inspection report referred to the wide range of extra-curricular activities that 'enhance the holistic development of pupils, complementing their academic growth' and to the School's leadership fostering 'a culture of good progress and well-being, preparing pupils to become global citizens'.

Glendower has been educating girls for 130 years and is renowned for its outstanding academic environment, where independent learning is facilitated through high-quality teaching. Girls are given every encouragement to expand their knowledge and experience through a huge variety of opportunities, offered both inside and outside of the classroom by committed and talented staff.

The School comprises the Early Years (Nursery and Reception), Pre-Prep (Years 1 and 2) and the Prep School (Years 3 to 6), with a total of 300 pupils currently on the roll and an average class size of between 18 and 20 girls per class. The School is selective at 4+ entry. Glendower prepares girls for some of the most successful day and boarding schools in the UK and beyond. Example include: City of London School for Girls, Francis Holland Regent's Park, Francis Holland Sloane Square, Godolphin and Latymer, Highgate School, James Allen's Girls' School, Latymer Upper School, North London Collegiate School, Putney High School, Queen's College, St Paul's Girls' School and Wycombe Abbey.



Our Aims and Ethos

The School's aims are:

- To encourage socially-aware, inclusive and responsible citizens
- To inspire our girls to be autonomous and resourceful learners
- To promote reflective learning and intellectual curiosity
- To develop courage, perseverance, and resilience
- To foster positive and kind relationships
- To prioritise an ethos of responsibility for learning and actions
- To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM
- To spark freedom of choice and thought so that the girls go on to become gamechangers.

At the heart of Glendower's educational philosophy and curriculum is a commitment to developing curiosity, confidence and creativity. Through an evidence based, research-informed approach to teaching and learning, and with deeply committed teaching staff, girls are supported and encouraged to reach their personal best. Glendower believes that a love of learning is for life and aims to deliver a vibrant curriculum that develops knowledge, understanding, creative and critical thinking skills. Curriculum areas support the development of happy, healthy and well-balanced girls and the Glendower Learning Habits, 'The Six Rs', help prepare girls for life beyond the School - all staff are expected to uphold these habits.

The 6 Rs:
Responsibility
Resilience
Readiness
Resourcefulness
Reflectiveness
Relationships



Early Years and Nursery

The Little Glendower Nursery, which launched in September 2022, offers the perfect setting for the girls' introduction to a Glendower education. The Nursery has been carefully designed to help foster and nurture creative thinking and curiosity in each child, and to inspire learning in a fun and safe environment. Entry from Nursery into Reception is not automatic, and all girls sit the 4+ entry assessment.

As girls join Reception, the School continues to instil a love of learning and a sense of enthusiasm. Teachers and teaching assistants work together to deliver a structured Early Years curriculum that provides a fluid transition from the Nursery. The girls enjoy subject specialist teaching from an early age, with Music, French, PE, Computing and Drama all taught by specialist staff.

Pre-Prep

Teaching in Years 1 and 2 continues to focus on the individual needs of every pupil, inspiring them to succeed across a wide range of enjoyable and stimulating learning experiences that cover the full breadth of the curriculum. Most classes are taught by form teachers, each supported by a teaching assistant. The core curriculum includes English, Maths, Science, Art and Design, Humanities and RE and PSHEE/RSE. Specialist teaching continues for Music, French, Mandarin, Games, Computing and Drama, with Dance, Gymnastics and Swimming also introduced.

Prep School

Prep School starts in Year 3, where girls build on the strong foundations laid in the Pre-Prep. Pupils benefit from an increase in subject specialist teaching throughout Prep School and, by Year 4, all subjects are taught by subject specialists. Latin and Spanish classes are introduced in Year 6. The curriculum is further enriched by visiting speakers, workshops and subject focus days, which bring learning to life.

Whilst girls are thoroughly prepared for the 11+ process, the approach to teaching and learning crucially aims to develop the wider skills needed to prepare the girls for their senior schooling.



Location and Facilities

Glendower is situated in the heart of South Kensington, close to the museums and well served by transport links. The location also enables the School to take full advantage of the theatres, galleries, parks and other amenities of central London. The School occupies seven floors over two adjacent Victorian properties at 86 and 87 Queen's Gate, on a large corner plot facing Stanhope Gardens.

Glendower operates in a highly competitive market and has excellent facilities to maintain its status as a leading independent girls' prep school. Facilities include a library, specialist rooms for all subjects, including dedicated Science, Art, Humanities, and ICT rooms, a Music room and practice suites. The School utilises nearby green spaces and neighbouring institutions for a range of activities, including Hyde Park and Battersea Park for sport.



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The Role

Glendower are seeking a highly organised, approachable, and proactive individual to join our school office team. This varied role involves acting as the first point of contact for visitors, supporting the Headmistress, senior leadership, and teaching staff with administrative duties, and helping to ensure the smooth daily running of school operations.



Key Responsibilities

- General duties required by the Headmistress, SLT, Office Manager and senior leaders
- Administrative tasks for teachers on an ad hoc basis
- Acting as the first point of contact for all visitors, demonstrating warmth and understanding
- Checking security and safeguarding arrangements for all visitors
- Carrying out visitor checks, staff/pupil sign-in/out
- Keeping the reception area neat and tidy on a daily basis
- Acting as main phone contact for the school and calling/emailing parents when necessary
- Office email management
- Daily pupil registration and maintaining attendance records
- Bus/ coach bookings on a termly basis as well as liaising with coach companies on an ad hoc basis to cancel/ arrange additional coaches as required
- Offsite curriculum venue bookings on a termly basis
- Daily Club Leader sign in and register assistance
- Drawing up weekly list of birthdays for Headmistress and addressing envelopes
- Updating annual Christmas Card list for headmistress
- Updating pupil iSAMS records with going home information in EYFS and parent contact information
- Making tannoy announcements as required
- Delivery co-ordination and distribution
- Fire drill register management



Other Duties

- Handling confidential information sensitively
- Providing support for staff by arranging meetings and sending and relaying messages to and from parents etc.
- Dealing with general enquiries and deliveries
- Posting letters/ going to the post office
- Attending various functions throughout school year out of office hours, approximately three - five a year
- Providing assistance to the Parent Teacher' Association (GPTA) as and when necessary, on an ad hoc basis
- Being willing to be a team player at all times
- Supporting other members of office staff during exceptionally busy periods and occasionally picking up some of their responsibilities
- Working alone or on skeleton staff in the office/school during holidays
- Assisting with pupil supervision on an ad hoc basis
- Any other reasonable duties as requested by your line manager



Contract & Salary

Hours of work: Monday to Friday, 7.45 am – 5.15 pm during term-time and INSET days, plus additional days during school holidays if requested by your line manager.

Salary will be competitive and commensurate with experience and qualification. Glendower offers a supportive working environment and a range of benefits, including a Golden Ticket Day, Cycle to Work Scheme, complimentary lunch and refreshments during term time and a competitive defined contribution pension scheme.

How to Apply

Please submit an application form, CV and a covering letter outlining your suitability for the role to Yolanda Noval at novaly@glendowerprep.org

Closing Date: 9th May 2025

Interview Date: W/C 12th May 2025

Interviews will include a task and tour of the school.

Glendower Prep School is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks and satisfactory references.