



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of Office Administrator

Required for September 2025

THE SCHOOL

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool and as far afield as Chester and North Wales. There are currently some 126 children in Early Years (57 in Nursery aged under 3 years old, 69 in our “Pre-Prep” aged 3 to 5 years old), 301 pupils in the School’s Prep (ages 5-11) and 527 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground and outdoor classroom area. There are ongoing and substantial investments in facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ ethos. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school and this has been greatly strengthened by the opening of the Nursery in 2006. Becoming fully co-educational in 2008 reinforced this, and at present, 234 families have more than one child in the School and 33 of those have three or four children here.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local businesses and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve this excellence and sense of community. The School’s informal motto is Respect, Responsibility and Resilience, to which the School has recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond.

SENIORS

527 STUDENTS
AGED 11-18
296 BOYS / 231 GIRLS

PREP

301 PUPILS
AGED 5-11
162 BOYS / 139 GIRLS

NURSERY / PRE-PREP

125 CHILDREN
AGED 3 MONTHS – 5 YEARS
69 BOYS / 56 GIRLS

Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxton, CH43 2JD

Tel: 0151 652 4014 | **Fax:** 0151 651 3091 | **Email:** headmaster@birkenheadschool.co.uk | www.birkenheadschool.co.uk



BIRKENHEAD SCHOOL

THE DEPARTMENT

The Seniors reception is a busy office within the wider Administration team of the School. The main purpose of the team is to provide comprehensive secretarial and administrative assistance, ensuring the smooth and efficient running of the School and acting as a main contact person for all parents and visitors. There will also be other general administration duties including updating student data with regard to attendance on the school system.

THE ROLE AND RESPONSIBILITIES

The Administrator will be responsible for providing support in all aspects of the day-to-day organisation and maintenance of the School office and its procedures, including providing support across the wider Administrative team, especially Prep Reception.

Key Responsibilities:

Reception

- The provision of a first-class reception service including the efficient and courteous management of incoming telephone calls and visitors
- Controlling access to the School and issuing appropriate badges to visitors
- Being a primary telephone operator and relay messages throughout the School
- Assisting with clerical arrangements for orders, checking and signing for deliveries/receipt of services

Administration

- Updating the daily student attendance data accurately and producing reports as required
- Assisting with student welfare matters, including contacting parents and staff
- Providing clerical support including photocopying, scanning, laminating, binding, filing, email and answering routine correspondence
- Providing administrative support to the Senior Leadership Team
- Undertaking typing and word-processing as required
- Maintaining manual and computerised records including all parental on-line updates/SEN updates
- Dealing efficiently with incoming and outgoing mail on behalf of the School
- Assisting the Senior Office Administrator with administration of trips, ensuring all necessary paperwork is completed
- Ensuring adequate stocks of all stationery for office and departmental use are kept
- Managing the maintenance and effective running of the office machinery and ordering consumables as necessary
- Maintaining confidentiality and exercising tact as needed
- Performing any other reasonable duties as specified by the Line Manager

Admissions

- Assisting with Open Days and any other events associated with admissions



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THE PERSON

Skills and Knowledge:

- Good standard of education (GCSE Maths and English or equivalent)
- Good IT skills and confident in the use of Microsoft Office
- Highly organised, efficient and accurate
- Excellent communication and presentation skills
- Ability to establish and maintain good professional relationships with parents, students, colleagues and external agencies
- Ability to manage own workload, planning and prioritising tasks
- Commitment to maintain confidentiality
- Warmth, sensitivity and a good sense of humour
- Willingness to embrace and learn new technologies that will support activities
- Experience of working in an office environment, ideally within a school environment
- Experience in a student recruitment or admissions role desirable
- First Aid skills desirable, or be willing to learn

All staff have the responsibility to:

- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- To promote the area of responsibility within the school and beyond
- To represent the school at events as appropriate e.g. Open Days
- To support and promote the school ethos
- Ensure all documentation produced is to a high standard and is in line with School branding
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties

REMUNERATION & BENEFITS

Salary

The salary will start at £27,279 FTE (equates to £21,823)

Hours

This is a full-time post of 40 working hours per week, initially anticipated to be term-time working (36 weeks a year). Applications from part-time candidates will be considered as part of a Job Share (please specify on Application Form). Standard hours are variable, usually between the hours of 8.00am and 6.00pm. The post holder will be required to work as necessary to carry out the duties of the role, ensuring excellent and continued service in the School office, including occasional weekends to support events and Open Days.

Holiday

You will be entitled to 35 days' annual leave per year (*pro rata*) including Bank Holidays and Christmas shutdown, taken during School closure periods.

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Pension

Candidates will be auto enrolled into the Pension Scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Term time is 34 weeks
- Discount on School Fees for permanent members of staff
- Free use of the fully equipped on-site gym
- Access to the Employee Assistance Programme
- Support for your continuous professional development
- Lunch provided during term time
- Electric Car charging points on site

APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and email addresses of at least two referees, should be sent for the attention of the Bursar via: recruitment@birkenheadschoo.co.uk

Applications may also be sent by post to: **Cheryl Wallace, Personnel Manager, Birkenhead School, 58 Beresford Road, Oxtou, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: www.birkenheadschoo.co.uk

Candidates are welcome to contact the PA to the Headmaster, Ms Julie Hopper at jjh@birkenheadschoo.co.uk with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications: 9.00am Friday 1st August 2025

Successful candidates are likely to be invited 11th August 2025

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.

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