



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Administrator and Data Controller

I September – 31 December 2025	Part-time term time Monday - Thursday plus 7 mornings in the holiday periods
I January 2026 onwards	Full-time term time Monday – Friday plus 28 mornings in the holiday periods

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

The School Administrator and Data Controller is responsible for day-to-day administrative duties in the School Office together with maintaining the School’s management information system, iSAMS, and its integrations with all other systems and platforms for staff, pupils and parents. You will also be responsible for the integrity and accuracy of the data stored within these systems.

The School’s Administrator and Data Controller will need to be able to efficiently organise, store and analyse data, paying particular attention to its security and confidentiality, and fully grasp the complexity of data management.

In addition to iSAMS, other systems in use by the School are Evolve, SOCS, Room Booking, etc., most of which are linked to iSAMS.

You will become part of an active Operations Team working with the Academic Team and will work closely with the Deputy Head, the Bursar and Operations Team as required and with the ICT Manager and all members of the School community.

You will report to The Office Manager.

Office Administration duties

Minibus Coordination

- Coordinate the daily minibus service during term time and provide updated weekly schedules for the drivers.
- Communicate with parents requesting and confirming their requirements for a minibus service from September.
- Liaise with the minibus drivers and plan routes incorporating appropriate pick up and drop off points.
- Provide parent billings to the Finance Manager and any costs for trips that utilise minibuses at the end of each term.
- Liaise with sports staff to arrange and coordinate buses for sports fixtures.
- Monitor Evolve for transport requests from teaching staff for school trips.
- Liaise with the Facilities Manager to arrange buses and drivers for outside school swimming lessons.
- Check and sign off drivers' overtime sheets.
- Hire replacement buses and booking of coaches where necessary.
- Liaise with the Maintenance team and book minibuses in for regular inspections.

General

- Provide general school office administration and ad hoc duties as required.
- Cover reception from 8.00am – 9.15am Monday, Tuesday and Thursday during term time.
- Cover reception from 12.45pm – 1.15pm Monday, Wednesday and Thursday.
- Complete Prep School registers on Wednesday afternoon.
- Assist with any Speech Day administration required, including preparing the prize lists and the labels for prizes.
- Ensure all trophies and awards from the previous year for Speech Day are returned by the last week of the summer term.

Parent Evenings

- Create new parent evenings using SchoolCloud.
- Inform parents when the booking system is live and respond to any queries.
- Liaise with teaching staff and manage their availability.
- Set up staff seating arrangements in the Theatre and provide a paper copy of staff and parental bookings in case of any queries throughout the evening.

Data Administration

- Responsible for the day-to-day administration of the school systems and platforms of iSAMS, SOCS, Room Booking, and any other system or platform that the school may introduce to include:
 - Import data from METIS to iSAMS and PASS.
 - Proactively ensure all pupil and parent data is correct and up to date from the initial enquiry.
 - Ensure that the school admissions register is accurate and complies with the Department for Education regulations at the point where a child joins the school and at all points while they remain a pupil (including recording destination schools for leavers)
 - Allocate new pupils to a Form & Tutor and to a House.

- Ensure that new information submitted by new parents in joining forms is accurately recorded in the MIS (e.g. new medical information or new contact details).
- Contact leavers and request they fill out leavers form to provide destination school information.
 - Inform KCC of new joiners and departing pupils. Complete KELSI forms to off roll leavers with KCC.
 - Take a lead on yearly data operations, e.g., rollover.
 - To edit, match and upload pupil and staff photos to iSAMS at the start of, and during, the school year
 - Assist with the integration of the timetable and setting up sets and teaching groups.
 - To assist with curriculum management to maintain set lists.
 - To set up iSAMS reporting and assessment cycles as required.
 - Assist with the set-up of report templates and manage all stages of the reporting process, ensuring parents receive accurate reports.
 - Maintain user accounts, security levels and accessibility.
 - Support other staff members with their use of the system.
 - Design and generate regular and ad hoc reports to extract information from the MIS.
 - Regularly review the performance and effectiveness of all data systems to ensure they meet the changing needs of the school.
 - Duplicate all iSAMS data for billing in PASS.
 - Set up billing accounts for new joiners.
- Keep all other systems and platforms used by the school up-to-date and fully integrated into the day-to-day running of the school.
- Undertake the annual census to the DfE, ISC and any other statistical returns as required.
- Produce analytical reports monitoring pupil attainment and progress using analytical programmes and custom reports for the School.
- Work with the iSAMS Account Manager to diagnose any issues in the performance of the data systems, including the structure of Sharepoint to work with the Teaching and Operational teams.
- Ensure all parents and new families have access to the school portal.
- Manage the school portal – create new sections, delete where necessary and update existing ones when required with relevant documentation.

Data Protection

- Work with the Data Protection lead to ensure that the School's data management practices meet current GDPR guidelines.

Person Specification Essential Criteria

- Has worked in an administrative role.
- Excellent communication and interpersonal skills.
- Experience of working in a customer-facing support role.
- Proactive and committed to problem-solving.
- Good organisational skills to be able to manage workload independently.
- Willingness to learn and ability to pick up new skills quickly.

- Excellent understanding of the Microsoft Office suite, in particular Excel.
- Working knowledge of Cloud based MIS systems, particularly iSAMS.
- Attention to detail.
- An empathy with the aims and ethos of the School.

Desirable Criteria

- Experience of using iSAMS.
- Experience of using PowerBI to generate statistical reports.
- Experience of creating documentation for technical and non-technical audiences.
- Previous experience of working in a school / educational environment.

Hours of work

September – December 2025

The hours of work will be 8:00am to 4:00pm with a 30-minute unpaid break, Monday, Tuesday and Thursday and from 9:00am – 5:00pm on Wednesday during term time.

From January 2026

From 1 January the hours of work will be 8:00am to 4:00pm with a 30-minute unpaid break on Monday, Tuesday, Thursday and Friday and from 9:00am – 5:00pm on Wednesday during term time.

The successful candidate will be expected to work 35 days in total from 9:00am – 1:00pm during the school holidays throughout the academic year.

Holiday Entitlement

Annual leave: 20 days' holiday plus statutory public Holidays.

The holiday entitlement runs from 1st September to 31st August.

Notice Period

Three months' notice, following successful completion of a 9-month probationary period.

Salary

A competitive salary will be offered depending on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will be offered a range of benefits including a generous employer contributory pension, free parking and free lunch/refreshments.

Start date

1 September 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including, but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff, including visiting staff, have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and always ensure compliance with the School's Safeguarding policies.

Application

If you wish to be considered for this role, please complete an application form which can be found on our website and email to: recruitment@holmewoodhouse.co.uk.

The closing date for applications is 9:00am 21 July 2025.

If you would like more information on the role or require a hard copy application form please contact Tim Laker, Bursar on 01892 860000.