



Llandovery College

An independent day and boarding school for boys and girls from 3 to 18 years old, set in the heart of the Welsh countryside

Appointment of a

College Academic Administrator

January 2023

Llandovery College



Gwell Dysg na Golud: Our Education is our Wealth

Llandovery College, one of Wales' oldest and most successful independent schools, is situated in a small market town in the heart of the beautiful Tywi Valley, West Wales. Comprising a Nursery School, Prep School and Senior School, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

Our pupils receive a bespoke academic education, tailored to excite and inspire young minds. We provide a stimulating and fulfilling learning environment where, in small class sizes, teachers have time to give children the individual attention they deserve.

With outstanding sporting provision and a legendary rugby heritage, the College provides an excellent rounded educational experience: drama, music, the Combined Cadet Force and outdoor pursuits flourish at the highest level and the College organises a wide range of tours, trips and expeditions.

“Passionate about Sport. Serious about Education”

Home to around 250 pupils, aged 3 to 18, Llandovery College is a close-knit community of boys and girls, boarders and day pupils from Wales, and from all over the World.





College Academic Administrator

Part time, permanent: 4 days a week

A unique opportunity within our Administrative Department.

Job Description

We are seeking a highly efficient, capable Administrator, with an excellent level of attention to detail, to play an important part in ensuring that the Academic Management Group operates and is seen to operate in an effective and professional manner.

This post will be part time (4 days a week) and the salary will be £18-24K (pro-rata), depending on experience and qualifications.



What we can offer you:

As well as offering a competitive salary in line with Llandoverly pay scales, lunch and on-site parking, Nest pension, and the support of a dedicated and committed staff team, we can also offer you the opportunity to further develop your skills and talents with us.

The role will require a hard-working, enthusiastic individual who will be able to easily fit into a friendly and supportive team of talented and committed teachers who are focused and well-organised.

Interested?

This is an important position within the College, line-managed by the Deputy Warden and remunerated on the appropriate scale.

Objectives

- To play an important part in ensuring that the College operates and is seen to operate in an effective, efficient and professional manner.
- To provide high quality administrative support in key College areas.
- To identify aspects of the College's systems that can be enhanced/improved by more effective administration and management.



Job Description

- Assess progress of new administrative initiatives and/or procedures, making changes where necessary.
- Management of the College computerised administration system iSAMS.
- Support in administration of academic software
- Administer internal and external communications on behalf of Senior Management.
- Attend and take accurate minutes of key academic meetings.
- Liaise with IT Support to manage the continued improvement of a computerised reporting system, in order to meet the day-to-day and long term objectives of the College.
- Support in administration of internal and external examinations.
- Provide first class customer service to students and parents by providing accurate advice on matters relating to College procedures.
- Oversee the centralising and management of pupils records, and distribution of school reports



Applications

Llandovery College is an equal opportunities employer, we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applications for employment.

Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment will be conditional on successful pre-employment and enhanced DBS checks.



Applications should be submitted via Indeed, or sent directly to the Deputy Warden, together with a covering letter and the names, addresses, telephone numbers and email addresses of two referees.

For convenience, email communication may be used.

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