



ICSLONDON
INTERNATIONAL SCHOOL

Shaping the world

School Administrator/ Receptionist Job Application Pack





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Welcome to ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.

Our vision extends to creating a community of compassionate and inspired global citizens. Embracing inclusivity, we acknowledge the uniqueness of every child and maintain a delicate balance between academic and pastoral support. Our staff ensures that each student is treated as an individual, fostering a personalised and innovative approach to learning.

Our commitment to small class sizes and a tailored learning approach has yielded remarkable results, including a 100% pass rate, an IB diploma point score average significantly higher than the world average, and a 100% acceptance rate into first-choice universities. ICS London consistently ranks among the top 10 IB small schools in the country. Embracing students from diverse backgrounds—representing over 65 nationalities—our commitment to diversity fosters an environment where students from various cultural backgrounds learn and develop together. We actively promote kindness, compassion, and respect, caring for ourselves, our global community, and our environment.

At ICS London, we are all lifelong learners, committed to becoming our best selves. Our teachers create a nurturing classroom environment while providing an appropriate level of challenge. We encourage students to embrace failure and mistakes as opportunities to reflect and learn. Every member of our community is urged to be innovative and discover their full potential. We teach resilience by consistently striving to do the right thing, even when faced with challenges. Upholding values such as honesty, open-mindedness, reliability, and fairness, we prepare every child to make a positive impact in an ever-changing and increasingly challenging world.

ICS London transcends being just a school; it is a second home. As you step through our doors, you will sense the incredible support and a place where students feel a profound sense of belonging. I strongly encourage you to visit us and experience it firsthand. We look forward to welcoming you to ICS London.

Mona Taybi
Head of School



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About ICS London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.



About Globeducate

Globeducate is one of the leading international K12 education groups in the world, a network of 65+ premium bi-lingual and international schools, as well as online programmes, educating 40,000 students in 11 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

www.globeducate.com

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School Administrator

Job title

School Receptionist/Administrator

Reporting to

Primary School Principal

Working hours and working days

Monday - Friday 8.15am -4.30pm

Term Time Only- 39 weeks per year

Start/End date

20th August 2026

Location

Based at ICS Primary, 7B Wyndham Place, London W1H 1PN

Candidates must be willing to work at our Secondary School site as of when is required.

Our Secondary site is located 10 minutes away.

Salary

£29,000-£34,000 FTE All Year round

Pro Rota Salary Term Time Only £24,538.50-£28,769

(195 working days+ 5 weeks holidays)

Terms of employment

Full-time, term time only permanent contract.

Context

This job is located at ICS Primary School, London, where the post holder will be based at the reception and responsible for welcoming students, parents and visitors. The School Administrator is responsible for providing administrative work as requested by the Primary Principal, Head of School and SLT team. The job is varied and attention to detail is required. Excellent written and verbal communication skills are essential, along with initiative and the ability to prioritise tasks. In addition, the role requires absolute confidentiality and integrity.

Responsibilities/duties

Reception Management

- Greet and welcome visitors, parents, and students with a friendly and professional manner
- Handle incoming calls and inquiries, directing them to the appropriate staff members
- Ensuring that all messages are dealt with, where relevant, relayed to colleagues promptly.
- Maintain the general email accounts, responding to queries /directing enquiries as required
- Overseeing the signing-in process (InVentory).
- Check and verify IDs, DBS and documents for visitors and staff.
- Process and distribute incoming post and outgoing post
- Order stationary and sundries
- Manage the reception area to ensure it is tidy and presentable at all times.

Administration

- Administration and maintenance of School software (e.g. ISAMS, toddle)
- Assist with general administrative tasks such as scanning, photocopying, letter writing ect
- Ensure all attendance is accurate and up to date.
- Check student absences and follow up. Keep track of student holidays.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- Creation and maintenance of class lists, registers, starters, leavers
- Creation and management of user accounts on school software
- Maintain up-to-date records of students in accordance with UKVI, DfE, ISI and ICS policies and guidelines.
- Assist Admissions with re-enrolment and new starters.
- Support the team members and other staff with various administrative duties as required.
- Liaise with our Bus company and update bus lists and communicate with teachers, students and parents.
- Update the Fire Evacuation list daily
- Help maintain general order in the school e.g. clearing lost property
- Assist Facilities Manager with the management of the building e.g. fob and locker keys
- Administering First Aid to children when required, and undertaking training as necessary

Meetings/Events

- Assist organiser with the management of guest lists for school events
- Assist with the distribution of invites
- Organise refreshments and assist the event organiser with any other preparations such as signage, furniture etc.
- Assist with organising meeting rooms (booking space, arranging furniture etc.).
- Write minutes for meetings if required.

Finance

- Petty Cash - update and reconcile monthly petty cash and submit to Finance
- Collate petty cash receipts and put them in an envelope for collection by Finance
- Monitor stock of stationery and general resources and manage re-ordering

Safeguarding

- Ensure all visitors adhere to the school's safeguarding policies and procedures.
- Maintain a secure and safe environment in the reception area.

Other

- Maintain a high standard of courtesy and professional relationships with all colleagues, students, parents and interested parties and in particular demonstrate respect for the cultures and backgrounds of all students, parents and colleagues
- Observe the school's policies, routines and procedures and act in accordance with ICS Staff Handbook and notices or announcements made by the school management
- Participate in staff meetings, in-service training, parents' evenings and school functions according to the published schedule
- Be fully aware of the layout of the school building, including the location of the first aid box and fire exits
- Provide cover as and when required by the line manager
- Undertake any other reasonable requests made by the line manager, Head of School or Bursar.

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the line manager.

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

6. The post holder may deal with sensitive material and should maintain confidentiality in all school-related matters.



Person Specification

Qualifications

Essential

Numeracy, ICT and literacy skills to GCSE or equivalent

Desirable

- First Aid qualifications
- IT qualification

Experience

- Experience of working in a school environment
- Experience using ISAMS
- Experience of working with children
- Experience of using database software
- Understanding of Safeguarding

Skills and Knowledge

- Excellent Communication skills in person, by telephone and in writing
- Strong IT skills
- High level of time management skills
- Proficiency in using office equipment and software, including Microsoft Office
- Ability to work collaboratively in a team
- Understanding of other cultures
- Friendly and approachable with a positive attitude.

- Ability to speak other languages



Other Attributes

Essential

- Absolute integrity and confidentiality
- Calmness under pressure
- Strong commitment to child protection and safeguarding
- Commitment to continuing professional and personal development
- A willingness to be flexible and manage changes



How to apply

Candidates are requested to submit their application form using the TES portal.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact ICS London Human Resources.

- Closing date for applications : 26th June 2026
- We reserve the right to shortlist and appoint before closing date should an exceptional candidate apply.
- We are not able to offer visa sponsorship for this post. Candidates must have British or eligible visas to work in the UK.

ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to satisfactory references, Online Recruitment Searches, Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, and Disqualification from childcare check (if applicable). Online checks will be carried out on all shortlisted candidates and candidates will be asked to talk through their applications during the interview, including periods when they were not working. ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974. We reserve the right to shortlist applications before the closing date and to appoint an outstanding candidate should one present themselves.

If you have any questions, please contact HR on recruitment@icslondon.co.uk