

Lower School Coordinator August/September 2025



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

The role

Haileybury's Lower School has c. 125 pupils across Years 7 and 8, and provides a stepping stone from prep or primary school into our busy, co-educational boarding school.

The Lower School Coordinator offers administrative support to the Head of Lower School, the Houseparent of Highfield and wider tutor team, to ensure the smooth day-to-day running of the Lower School. The successful candidate will be an effective and efficient administrator, but also enjoy being part of this important aspect of Haileybury; getting to know the girls and boys and helping them to thrive ahead of their transition to the Senior School.

This post will involve working Monday to Friday, 8:00 am to 5:00 pm (*with a 30-minute unpaid lunch break*), during term time (*circa 33 weeks*), plus 10 additional out of term dates by agreement with the Head of Lower School.

The post-holder may be required to undertake additional hours to service a variety of school events in particular but not limited to Speech Day, Induction Day and Welcome Day. Other House events are optional, though the Lower School Coordinator is encouraged and welcome to attend.

The Lower School Coordinator will report directly to the Head of Lower School.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



Haileybury

Responsibilities

- Responsibility for the wellbeing of pupils at all times when on duty, including reporting of issues to Lower School staff and recording on the Child Protection Online Management System (CPOMS).
- Act as a supervising presence in the Lower School to ensure appropriate behaviour, and alert the Head of Lower School of any concerns.
- To provide a friendly, open environment for pupils to seek help.
- To support the Head of Lower School in the day-to-day running of the Lower School when on duty.
- To be the 'responsible adult' in the Lower School, if necessary, when on duty.
- To act as first aider in the event of a medical emergency.
- To liaise with the Health Centre with regards to unwell pupils and arrange appointments when required.
- To chaperone pupils to hospital in an emergency, in an ambulance or taxi as required.
- To respond appropriately to any fire alarm sounding, investigating the cause of the alarm and evacuating the building ensuring your own personal safety and that of the pupils and other staff within the Lower School.
- To assist as necessary with locating pupils. Access to the School Online Communication System (SOCS) and the Internet-based Schools Admin Management System (iSAMS) registration system will be given.
- To assist the Head of Lower School in ensuring that morning and afternoon registration is completed and all pupils are accounted for. This will include signing pupils in and out of school as required.
- To act as the Lower School receptionist during part of the school day dealing with inquiries from parents or pupils.
- To assist the Head of Lower School with routine administrative tasks as required.
- To take notes in Lower School meetings and produce minutes on a weekly basis.
- To be available to the Head of Lower School when on duty for updates / discussions / briefings on activities and events in the House.
- To assist the Head of Lower School with organising events such as parents' social evening or pupil trips.
- Attend Lower School Leadership group meetings on a half termly basis.
- To proofread Head of Lower School/ tutor summary reports as required.
- Report any required maintenance works, or items requiring repair, to the Head of Lower School.
- Be willing to attend/ support whole year group/ Lower School trips as requested by the Head of Lower School.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the School's staff.
- To undertake appropriate training to ensure that skills remain up-to-date as necessary.
- At all times to carry out duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Head of Lower School.
- To undertake such other duties as required to ensure the smooth running of the Lower School, including assisting other members of the Pastoral team as and when required.



Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



Person specification

Qualifications, Skills and Experience

Essential

- Good general level of education (to GCSE level or equivalent)
- Previous administrative experience with strong administration skills
- Excellent organisation skills
- Proficient in Microsoft and/or GSuite

Desirable

- Educated to A Level or equivalent and above
- First aid certificate
- Experience of working in a school or other educational establishment
- Supervisory skills
- Applying health and safety at work

Personal Attributes

- Good communication skills at all levels
- Good listening skills
- Ability to work unsupervised and use own initiative
- Ability to learn
- Ability to work in a team and individually
- Willingness to work flexibly when required
- Self motivated
- Smart appearance
- Reliable, punctual, confident, honest and polite



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

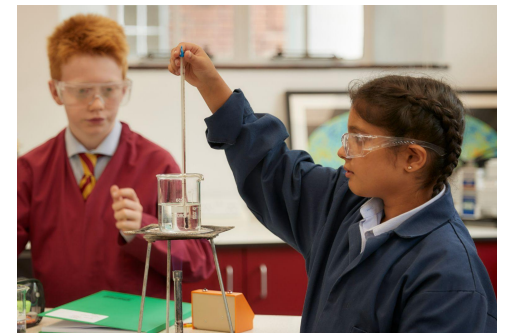
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on Tuesday 5 August 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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