

City of
London
School

Closing date
Friday 6 November 2026 (9am)

Interviews
Thursday 12 November 2026

Recruitment pack for the role of

Senior Administrator to the Head of Facilities, Operations & Compliance

Full time / 1 year FTC

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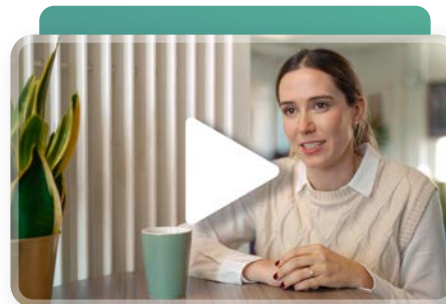
City of London School

CLS was named by the Sunday Times as London Independent Secondary School of the Year 2020, and occupies fine, modern buildings near St. Paul's Cathedral overlooking the River Thames, opposite Tate Modern.

Our School has a long-standing record of high academic achievement (94.2% of A-Level entries gained A* to B grades in 2026, 83% were A-A*, 60% Grade 9 at GCSE, 84% 9-8 and 97% 9-7 GCSE in 2026).

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

Visit our website to learn more about working at CLS and to meet some of our current staff



Hear what it's like to work at CLS from our own staff.





Our Values and Vision

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.



As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.



Kind.

We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves.

Aware.

Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. We are enriched by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready.

We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world.



Kind.
Aware.
Ready.

A more detailed outline of our [Strategic Vision 2024-2029](#) is available on our website.

Role Summary

We would like to hire an outstanding Senior Administrator to the Head of Facilities, Operations & Compliance to join the team from Autumn 2026.

The main purpose of this post is to...

- To provide administrative support to the Head of Facilities, Operations and Compliance (HoFOC) and the wider Facilities, Operations and Compliance Teams to ensure the efficient running of the department.
- To provide assistance and support as part of the team responsible for the daily management and facilities services at City of London School including overseeing / implementing City of London Corporation systems and guidelines as appropriate.
- To line manage the Facilities Administrator
- To oversee the departments building services portal (Freshdesk)

Role: Senior Administrator for to the Head of Facilities, Operations & Compliance

Employment: Full time, 1 year FTC

Start date: Autumn 2026

Working hours: 9 - 5, Monday - Friday. The core hours for this role will be 09.00 – 17.00, however, administration operational hours are 8.00 – 18.00 and this role is expected to provide cover, as and when required.

Salary: Grade C+
Starting salary from £41,030pa
including London weighting

Responsible to Head of Facilities and Operations & Compliance

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours. We use CV Minder to anonymise applications.

Main Duties

Revision of Job Description: according to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

- 1 Support HOFOC in developing strategies and supporting procedures to monitor and audit all relevant statutory compliance document and reports, analyse and report findings in a timely manner as required. Accurately record reactive, planned and PPM maintenance tasks as well as plans for summer works, updating annual plans as appropriate and filing PPM reports in Teams area.
- 2 Assist in obtaining quotes for works, approvals, raising purchase orders and ensuring invoices are paid on time in collaboration with the CLS and City of London finance team.
- 3 To line manage the Facilities Administrator and ensuring the administration and front of house function is appropriately staffed to maintain operational and business needs, covering when required.
- 4 Diary management - organise meetings and appointments for the HoFOC and wider management team and external visitors ensuring effective scheduling and diary management.
- 5 Documentation – manage the drafting of documents, reports, staff communications and notice board information as directed.
- 6 To support with tasks such as ordering, financial record keeping, service renewals.
- 7 Manage compliance documentation inline with ISI inspections with full monitoring of the PPMs and collation of documents from the CAFM system.
- 8 Support the Commercial Business Development Manager with lettings enquiries, research, contract administration, and documentation, ensuring all safeguarding requirements are met.
- 9 Oversee finance-related administrative tasks for commercial activity, including raising invoices, maintaining records, and updating spreadsheets to assist with monthly income reporting.
- 10 Ensure orders are raised and receipted for the payment within the prescribed period, or queried and accounted for, ensuring that the Corporation's requirements are met by the supplier, and that supplier disputes are resolved in a timely manner. Comply with CoL current policy, procedure and protocols. Arrange new supplier setup on the city's portal and monitoring transaction reports.
- 11 Take ownership of enquiries (emails, phone and radio) and provide information and updates to the relevant people.
- 12 Handle all confidential documents and information with the utmost discretion and sensitivity.
- 13 Continuously review procedures to facilitate improvements and effectiveness to ensure service within the department.
- 14 Stationary stock – oversee stationary inventory on a regular basis, managing and ordering replacement inventory

so all school departments are well stocked, including managing the main annual stationary delivery.

- 15 To assist in arranging contracts, including contractor selection and the tendering process, e.g. cleaning services, hygiene, pest control etc. To ensure DBS and the correct checks are undertaken before allowing contractors on site.
- 16 Pro-actively monitor the performance of contractors through rigorous inspection regime to ensure a high standard of delivery and assessing performance against identified KPI's.
- 17 To monitor the facilities report forms on freshdesk and act upon those requests, within the administration role.
- 18 To assist with ordering cleaning materials, placing annual PO, uniforms, general equipment etc. Maintain stock levels.
- 19 Oversee the photocopier contract and manage reporting of faults and remedial works to ensure the equipment is fully functional.

20 Assess and manage inventory supplies for reprographics equipment and materials.

- 21 To develop a working understanding of Health & Safety, Fire, and other legislation and regulations and assist in maintaining appropriate records as they relate to Facilities Management operations.
- 22 Keep appropriate recording systems up to date and assist with the upkeep of a property asset register for the school. Help maintain filing & information retrieval systems.
- 23 Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- 24 Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

25 To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Please find below the key skills, knowledge and experience which are essential requirements for this post.

The following details the qualifications, experience and skills that the selection panel will be keen to explore with candidates. It is understood that no single person will fulfil every criterion and we encourage candidates to apply regardless and demonstrate, during the selection process, an openness to develop in areas where they might not have existing qualifications and/or experience.

Professional qualifications

- A-level/degree level standard or possess an equivalent level of skills, knowledge, and experience.

Experience and knowledge

- Working in a similar type of role from a facilities, operations or equivalent background undertaking a range of administrative support.
- Developing and maintaining administrative systems and procedures.

- Prioritising and managing a varied workload, making key decisions under pressure.
- Working to meet targets over a sustained period without compromising on the quality or accuracy of the work produced.

Knowledge

- Excellent written communication skills in producing a wide range of documentation and correspondence to a high standard.
- Excellent IT skills including excel and word.
- Excellent interpersonal skills with the ability to build effective and constructive relationships with the school's senior management team.
- Ability to develop, review and maintain administrative systems and procedures.
- Organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines.
- Pro-active approach to planning and prioritising work, with the ability to use initiative appropriately.

- Ability to accurately take/write minutes

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

www.cityoflondonschool.org.uk/about/vacancies

Closing Date: Friday 6 November 2026, 9am

Interviews: Thursday 12 November 2026

Note that we reserve the right to appoint before this deadline and therefore encourage early submissions.

City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service..

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

Our [Recruitment Policy](#) and [Safeguarding Policy](#) are available on the CLS website.

Further information about the School and a copy of the 2024 ISI Inspection report is available on the website: www.cityoflondonschool.org.uk



City of London School



Kind.
Aware.
Ready.

City of London School
107 Queen Victoria Street
London EC4V 3AL

cityoflondonschool.org.uk
020 3680 6300



Proud to be part of the
City of London Corporation