



School Administrator (maternity cover)

The Swedish School in London is a dynamic and thriving independent school in South West London dedicated to providing a high-quality education in a supportive and inclusive environment. We follow the Swedish curriculum and offer education from Preschool to Sixth Form. Please visit the [school website](#) for further information.

About the role

This is an exciting opportunity for a service-minded and well-organised administrator who will ensure the smooth running of the school's daily operations. They will also support the Headteacher and assist in various ad-hoc projects throughout the school year.

You will be an integral part of the school's organisation and interact with different stakeholders, including students, parents, management, staff, and authorities in the UK and Sweden. The position is a maternity cover from August 2024 until June 2025.

Who are we looking for?

As the School Administrator, you will have strong attention to detail and enjoy working in a front-office role. You will need to multitask and be flexible, as no day is the same in a school. You must enjoy interacting with people of various ages and dealing with a diverse range of tasks while managing your priorities. The successful candidate is a team player who can work autonomously. The criteria for the position are:

Essential:

- Hold a Sixth Form Diploma with a C-average or better.
- Be fluent in Swedish and proficient in English (C1 level)
- Hold the right to live and work in the United Kingdom.

Desirable:

- Proficiency in using school software and the Google environment.
- Previous experience as an administrator, ideally in a school environment.
- Live within reasonable commuting distance from the school.

Terms of employment

- Fixed-term employment, from 12 August 2024 until 30 June 2025.
- Full-time position with an initial three-month probationary period.

Your application

Your complete application must be submitted in English and consist of the following:

- Cover letter
- Comprehensive CV without any unexplained gaps.
- Two references, one of which must be a manager.

Please email your application to jabrahamsson@swedishschool.org.uk with "School Administrator" as the subject headline as soon as possible and no later than 30 March



2024. Please be aware that we'll be considering applications on a rolling basis and that the position will be filled once we find the right candidate.

Questions

Please contact one of the persons below if you have any questions about the position:

- Headteacher Jenny Abrahamsson, email jabrahamsson@swedishschool.org.uk, phone 07825 331005.
- School Administrator Malin Ljunggren, email office@swedishschool.org.uk, phone 020 8741 1751.

Richmond Local Safeguarding Children Board

The Swedish School in London is committed to Safeguarding and Promoting the Welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an online search and enhanced DBS check in the UK. If the applicant is from outside the UK, he/she is expected to provide an updated register from the country they are currently living in.