



School Administrator to a small independent school

Do you enjoy working in a supportive role and ensuring everything runs smoothly? The Swedish School in London is recruiting a School Administrator for our Preschool and Compulsory school in Barnes, starting in August 2025.

Why join us?

The Swedish School in London is a non-selective, independent school in South West London, offering education predominantly taught in Swedish from Preschool to Sixth Form under the Swedish curriculum. Our students are motivated and engaged, and we take pride in our friendly, supportive atmosphere and flat management structure.

The role

We seek a highly organised and service-oriented School Administrator to ensure the smooth daily operations of our school. This is an exciting opportunity for a proactive individual who will play a key role in supporting the Headteacher and assisting with various projects throughout the academic year.

As a School Administrator, you will represent the school and be an integral part of its organisation, interacting with students, parents, management, staff, and authorities in the UK and Sweden. This is a full-time, permanent position starting in August 2025.

Who are we looking for?

We are looking for a dynamic and flexible professional who is willing to go the extra mile and sometimes take on tasks beyond traditional administrative responsibilities.

You should be detail-oriented and enjoy working in a front-office role, capable of multitasking, and proficient in various IT systems, including Excel and AI tools. Adaptability is key as no two days in a school are the same. You should enjoy engaging with people of all ages and handling diverse responsibilities while effectively managing priorities. The ideal candidate is a team player who can work independently and take initiative.

Essential Criteria:

- A Sixth Form Diploma (or equivalent) with a C-average or higher.
- Fluency in Swedish and proficiency in English (C1 level).
- The existing right to live and work in the United Kingdom.
- Strong ICT skills and experience using digital tools in daily work.
- Availability to work on-site in Barnes, Monday to Friday, from 8:00 am to 4:30 pm.
- A commitment to a long-term role within the school.



Desirable Criteria:

- Experience using SchoolSoft and Google Education tools in an administrative capacity.
- Previous experience as an administrator, preferably in a school setting.

What we offer

- A six-month probationary that period turns into a permanent full-time position for the successful candidate.
- The position starts no later than 11 August 2025.
- Individual salary structure, based on experience and qualifications.

How to apply

Your application must be **in Swedish** and include:

- A **cover letter** explaining why you are the right candidate and what subject combination interests you.
- A **comprehensive CV** with no unexplained gaps.
- **Proof of teaching qualifications**, including subjects covered.
- **Two references** from the last five years, including one from a manager.

Email your application to Deputy Headteacher Anette Elving Ferm at aelvingferm@swedishschool.org.uk, with "**School Administrator**" as the subject line.

Application Deadline: Sunday, 30 March 2025 (rolling applications – we may fill the roles early).

Questions

Contact Anette Elving Ferm (current Deputy Headteacher & incoming Headteacher from 12 April) via:

- Email: aelvingferm@swedishschool.org.uk
- Phone: +44 (0)7494 118816

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 enhanced DBS check in the UK and expected to provide a criminal records check from Sweden.