



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



CANDIDATE PACK

JOB ROLE: Administrator

*A highly selective girls' state secondary school,
with a co-educational Sixth Form.*



OUR SCHOOL

Newstead Wood School, founded in 1954 as Orpington Grammar School for Girls, is renowned for academic excellence and a strong sense of community. With six forms of entry, modern facilities, and the motto *Fortitudine Crescamus* ('May we grow in strength'), the school supports both academic and personal growth. Students are assigned to one of six houses - Nightingale, Wren, Swift, Falcon, Griffin, and Phoenix - building identity and belonging.

The school offers unique opportunities like international trips to Japan, New York, Borneo, and Malta, plus electives in film, photography, classical civilisation, and fencing. With a focus on highly able students and strong career support, Newstead Wood School consistently earns an 'Outstanding' rating from Ofsted, with the most recent inspection in 2022.

WELCOME FROM THE HEAD

We are looking for people to join us at Newstead Wood School who are passionate about education and their subject, dedicated to fostering a love of learning, and committed to inspiring our talented and able students. We seek dynamic and inspirational staff who share our vision and commitment to providing a broad and high-quality education. Whether you're a seasoned educator or just starting your teaching career, we welcome individuals who thrive in a collaborative, diverse and inclusive environment and are eager to contribute to our vibrant school community.



We are delighted to have been named as London State Secondary School of the Year 2025 in this year's Sunday Times Parent Power schools guide!



'The strong culture and relationships at Newstead Wood School form the foundation on which our students develop character, initiative, tenacity, collaboration and creativity across all subjects and disciplines. The excellent academic results and outstanding destinations represent the confidence created and progress made within our community.'

Paul Norman, Headteacher



ACADEMIC EXCELLENCE

GCSE RESULTS 2024
Grade 9 **40%**

A LEVEL RESULTS 2024
Grade A*- B **85%**

GO TO A RUSSELL GROUP
UNIVERSITY 2024 **40%**

MOST POPULAR COURSES FOR UNIVERSITY

Medicine
Biomedical science
Computer science
Engineering
Economics
Accountancy
Fashion and Fine Art
Law
Maths
Politics and Philosophy
Psychology

MOST POPULAR UNIVERSITY DESTINATIONS

University of Oxford
University of Cambridge
Kings College London
Imperial College London
University College London
London School of Economics
University of Bristol
University of Nottingham
University of Warwick
Durham University
University of Sheffield

ELECTIVE PROGRAMMES

Medicine, Dentistry, Veterinary
Oxbridge Programme
GCSE Statistics
Crest Science Programme
Model United Nations
Jack Petchey Dance Programme
Fencing
Neuropsychology
Yoga



CAREERS & TALKS

Industry talks with leaders to provide students with career insights

MENTOR STUDENTS

throughout university application process with mock tests and interviews

SUPPORTING PUPIL PREMIUM STUDENTS

SPORTING EXCELLENCE

Netball
Football
Rugby
Hockey
Badminton

KENT NETBALL CHAMPIONS

PARTNERSHIP WITH BROMLEY TENNIS CENTRE



DIGITAL PLATFORMS TO SUPPORT LEARNING

Sparx Maths
Sparx Science
Sparx Reader
Seneca Learning
MS Teams
Kerboodle
Uplearn
Massolit



TRIPS & VISITS

France Spain
USA Switzerland
World Challenge trip to Borneo 2026

INTERNATIONAL EXCHANGE PROGRAMMES

Mandarin
Japanese
Latin



In the Sixth form, students enjoy demanding work and use academic vocabulary to question and challenge concepts readily.
Ofsted

Leaders promote a coherent, integrated and nurturing approach to the well-being of pupils.
Ofsted

Pupils thrive here. They are happy and safe in the school's nurturing environment.
Ofsted

We found pupils positive, focused and eager to speak their minds - a good reflection of the independence of thinking nurtured here.
Good Schools Guide 2023

CLUBS & SOCIETIES

Music
Sports
Film and Drama
Debating
Science
Medical Societies (MUA/MUN)
Languages
Arts and Graphics
Design and Textiles
Literature
Chess, Games, Puzzles



INTERNATIONAL COALITION OF GIRLS' SCHOOLS (ICGS)
As one of the UK's leading super selective schools, we are proud to be part of this global network dedicated to empowering young women through education, collaboration, and advocacy.



ACADEMIC EXCELLENCE FUND



ALUMNI NETWORK

DUKE OF EDINBURGH'S AWARDS



DEGREE APPRENTICESHIPS

Goldman Sachs
Barclays
Atkins
Charles Russell Speechlys
GSK

STEM LONDON COLLABORATION

providing quality Subject-specific CPD combining expertise in teaching and learning Science



THE ROLE

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|-------------------------------------|---|
| ROLE: | Administrator |
| REPORT TO: | Senior Leadership |
| DEPARTMENT: | Office Support |
| HOURS: | Term Time Only. Full time or part time hours considered |
| SALARY: | £28,645 FTE |
| CLOSING DATE OF APPLICATION: | 12 April 2026 |

MAIN PURPOSE OF THE JOB

- Ensure all school safeguarding procedures are adhered to
- To aid the office in the day-to-day administration requirements of the school
- To be responsible for greeting, welcoming and directing visitors to the school, both in person and by telephone
- To manage internal and external post distribution for the school

KEY RESPONSIBILITIES

- Produce routine correspondence and drafting documentation
- Answer office telephone calls and emails
- Maintenance of student filing and archiving system
- Assist with the organisation, preparation and co-ordination of school events, such as Parents' Evenings, School Productions, Prize Giving, Commemoration Day and any other general school occasions
- Co-ordinate and provide refreshments and hospitality as required for school events and visitors to the school
- Assist with provision of administrative support for academic staff
- Arrange trips and visits school wide, with support from the Educational Visits Co-ordinator
- Liaise with borough nurses and arrange vaccinations
- Arrange school photos liaising with teachers and photographers as required
- Assist with reprographics
- Assist with managing student registers, attendance and punctuality, including evacuation lists
- Cover reception duties when required
- Manage internal and external post distribution for the school
- Administer first aid to students and ensure medical records are kept up to date
- Order stationary, medical and staff kitchen supplies
- Replenish kitchen supplies in the staff room and staff kitchen
- Undertake any other duties as may be reasonably required by the Headteacher



THE DEPARTMENT

We are a proactive, dedicated, and energetic administrative team committed to delivering exceptional customer service and upholding the high standards that define Newstead Wood School. As a point of contact for students, families, visitors, and staff, our department plays a vital role in supporting academic excellence and ensuring every interaction reflects our school's values.

Collaboration is at the heart of our work. Every member of our support staff is valued, supported, and encouraged to contribute to a consistently high-quality service. We take pride in our warm, professional, and solutions-focused approach, ensuring that everyone who engages with the school feels welcomed, respected, and well-supported.

Our ethos is rooted in a strong community of learners. We nurture a friendly, aspirational, and inclusive culture, working closely with teachers, parents, and students to maintain the exceptional environment that makes Newstead Wood a highly sought-after girls' grammar school.

We are now seeking an Administrator who shares our commitment to outstanding customer service and who will represent the school with professionalism, kindness, and integrity. This is an opportunity to play a key role in ensuring that everyone's experience reflects the excellence and care at the heart of Newstead Wood School.



EQUAL OPPORTUNITIES

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We particularly welcome applications from BAME candidates as they are currently under-represented at Newstead Wood School.





WHY WORK WITH US?

Competitive Pay



Competitive remuneration & benefits. For teachers, we guarantee to pay above the maintained sector.

Pension Scheme



Generous TPS/LGPS pension schemes to all academy based colleagues. (26.68% TPS and 22.9% LGPS)
Both schemes will pay a death in service payment of 3 times your pensionable pay.

Health Care Cash Plan



Money towards the cost of essential healthcare such as trips to the optician, dentist or physiotherapist up to certain annual limits. Virtual GP access 24/7.

Cycle to Work Scheme



Tax efficient cycle to work scheme.

Discounts



Access to over 250 exclusive discounts on everything from coffee and cinema tickets, to holidays, shopping and gym memberships through Perkbox.

Discounted RAC Cover



Free On-site Parking



Free Annual Flu Vaccination



Support and Training



Career Development and CPD



We offer a robust professional development programme including in house training, external courses and a mentoring/coaching scheme to support your growth.

Enhanced Parental Leave and Family friendly policies



Enhanced maternity pay and a supportive company sick pay policy

Employee Assistance Programme



Confidential independent advice and support on a range of financial and legal matters, counselling and support with a 24/7 helpline.

Excellent Transport Links



Rail services to central London and Kent & the South Coast depart from Orpington station (18 minutes walk). The area is served by a number of bus routes. Free parking is available to all staff onsite.

Staff Wellbeing classes & socials



Access to free of charge yoga classes, fitness classes and "Let's talk" clubs. Staff socials including quizzes, parties and a choir.

Car Lease Scheme



Access to great discounts on car leasing of low emission cars through a direct debit scheme



HOW TO APPLY

You can complete the application online via the school website [here](#).

If you have any questions or would like an informal discussion or school visit, please contact our HR Department: recruitment@newsteadwood.co.uk or call 01689 853626.

INTERVIEWS

The closing date for applications is Sunday 12 April 2026.

Applications will be reviewed as they are received. The school reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Please note, we do NOT accept applications by Curriculum Vitae.

SAFEGUARDING NOTICE

Newstead Wood School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

RECRUITMENT POLICY

Newstead Wood School is working hard to become a more diverse organisation which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from minority candidates. We always appoint on merit.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01689 853626 or email recruitment@newsteadwood.co.uk. Newstead Wood School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

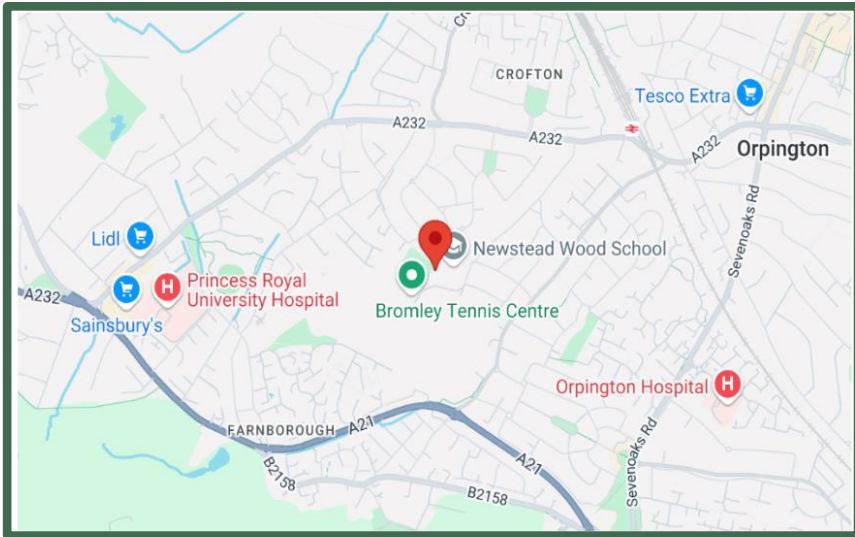
USEFUL LINKS

[School Website](#)

[School Prospectus](#)

[United Learning Group](#)

[UL Benefits](#)



LOCATION:

Newstead Wood School
Avebury Road
Orpington
BR6 9SA
Telephone: 01689 853626



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