



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Administrative Assistant
School:	Surbiton High Boys' Preparatory School
Job Purpose:	To provide administrative assistance at the Boys' Preparatory School
Primary Reporting Line:	Head of Transition, Administration and PA to the Head of Surbiton High Boys' Preparatory School
Secondary Reporting Line:	Head of the Boys' Preparatory School
Start Date:	February / March 2025
Tenure:	Permanent, full-time hours, part-time weeks (38 weeks of the year) Monday to Friday, 8:00am - 5:00pm, 42.5 hours per week
Salary:	£28,675 - £33,450 (FTE), Part-time Actual Salary £27,323 - £31,873

Key Responsibilities:

- To assist the Head of Transition, Administration and PA to the Head of Surbiton High Boys' Preparatory School
- To support staff, pupils and parents in relation to the day-to-day functions of the Boys' Preparatory School across 2 sites
- To respond to phone calls and emails in a timely manner, taking the relevant action as appropriate
- To ensure visitors are signed in and registered at Reception in accordance with Surbiton High School's security measures
- To liaise with other Reception desks to ensure all sites are working collaboratively
- To sort and distribute mail, actioning when required
- To manage an effective paper and electronic filing system to include archiving and destruction of records following Data Protection guidelines
- To log and distribute personal items to pupils as and when required, e.g. lost uniform, iPads etc.
- To produce letters, file notes, take minutes etc. as required
- To process pupil absences and contact parents regarding unexplained absence from School.
- To make room bookings and catering arrangements for meetings, parents' evenings and other events
- To provide administrative and hands on support for School events as requested, e.g. Open Events, Productions, Sports Day, Prize Giving, Parent Evenings, ensuring all aspects of the event are planned and executed
- To assist with pupil first aid and welfare, including completion of relevant paperwork and accurate record keeping
- To oversee arrangements for School trips and events including the collation and distribution of necessary paperwork to relevant staff
- To maintain resources using the ordering system, keeping accurate records
- To undertake general financial administration
- To ensure all communications sent are accurate and appropriate, liaising with colleagues as required
- To liaise with Admissions and other relevant colleagues regarding prospective pupils and their needs
- To ensure all HR/Finance documentation for billing/cover/co-curricular staffing is submitted on time
- To liaise with colleagues ensuring a smooth transition for pupils joining and leaving the Boys' Prep School
- To undertake all other duties as may be reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

- Excellent communication skills
- Excellent organisational, administrative and ICT skills
- Knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases
- Previous office/administrative experience, ideally in an educational setting
- The ability to work under pressure in a fast-paced environment
- A friendly telephone manner
- High levels of personal presentation
- High levels of personal and professional integrity
- Enthusiasm for education
- Attention to detail
- Driven and self-motivated
- Ability to create productive working relationships at all levels
- High levels of discretion and confidentiality and awareness of data protection requirements
- Enthusiastic team player, with strong interpersonal and problem-solving skills
- Accustomed to working collaboratively within a busy office environment
- Highly flexible, able to multi-task and possess a determination to overcome barriers
- Commitment to personal professional development and a willingness to develop own skills
- Positive rapport and personal warmth to gain the confidence of pupils, staff and parents
- Commitment to the personal and educational development of pupils and to an ethos of respect and service



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

Midnight, Monday 20 January 2025

Interviews to be held week commencing:

27 January 2025

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,650 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice [rated 'excellent in all areas' by ISI 2023].

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.