

ACADEMIC SUPPORT ADMINISTRATOR

CANDIDATE BRIEF

St John's School
LEATHERHEAD

About St John's



Thank you for your interest in St John's. We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us.

Alex Tate, The Head

St John's is a co-educational independent school for approximately 900 boys and girls aged 11 to 18. We are predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi and ad hoc options to create the best possible balance for busy families.

From the moment you step into St John's, you're met with a genuine sense of warmth and community. The blend of historic architecture and the vibrant energy of our staff and pupils creates an atmosphere that is both welcoming and inspiring, and a place in which to flourish.

Founded in 1851 to educate the sons of poor clergy, St John's has always been a forward-thinking school, evolving to meet the changing needs of the pupils we educate. As we celebrate 175 years of St John's, we are proud of our rich heritage and the generations of pupils, staff and families who have shaped the School's story. While the School has grown and adapted over time, our core values of courtesy, kindness, respect and tolerance remain at the heart of everything we do, providing a strong foundation for the future. Today, that commitment is reflected in our academic excellence and initiatives such as *The Quad: Life Skills* programme, which equips pupils with the skills, character and confidence to thrive in an ever-changing world.

Our mission is to create an environment that is kind, supportive and full of opportunity, that inspires and equips pupils to thrive now and in the future.

Interest from prospective families is strong and growing, with five applicants competing for every Year 7 (11+ Lower Third) and Year 9 (13+ Fourth Form) place. Our dedicated staff team ensures that class sizes remain small, allowing us to deliver an enriching learning experience for all our pupils. Pupils start their journey in Years 7 and 8 (Lower and Upper Third), as part of the Lower School. From Year 9 (Fourth Form) onwards, each pupil joins one of our boarding or day houses where they are cared for by a team of tutors and matrons, overseen by a Housemaster or Housemistress. The strong pastoral structure ensures every pupil is known, valued and supported as an individual. A truly rounded education is central to life at St John's. Pupils are encouraged to explore a rich array of co-curricular activities - from sport, music and drama to community service. We value the spiritual and moral insights that come from our founding Christian principles. Set in 50 acres of beautiful Surrey countryside, our campus is a short stroll into Leatherhead town centre and only 45 minutes by train from central London. With excellent transport links by road, rail and proximity to Heathrow and Gatwick airports, St John's is easily accessible. The campus is an impressive mix of mid-Victorian architecture and purpose-built contemporary additions. Our facilities are excellent - from the state-of-the-art Sports Centre to the high-quality IT infrastructure that supports a Bring Your Own Device (BYOD) policy. Every aspect of the School is designed to provide the best possible environment in which to learn and work.

Working at St John's







We believe there is no limit to what our pupils can achieve. Within our vibrant learning community, we encourage every pupil to work hard, aim high, support others, and have fun. Central to this ethos is our exceptional team of people who make up St John's staff, whose expertise, energy and commitment shape every aspect of school life. We invest, reward, support and develop our employees because attracting and retaining the very best people is key to our continued success.

"St John's is a fun, fast-paced place to work. It's full of energy and enthusiasm and no two days are ever the same!"

Our teaching staff are actively engaged in refining and innovating their teaching practices through regular CPD, peer observation and self-reflection. With small class sizes and outstanding support, our teachers set high standards that are reflected in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education. Our holistic approach nurtures open-minded, thoughtful, confident and happy young people, ready to thrive in higher education and beyond.

"St John's is a workplace that values collaboration and creativity. It's a genuine caring community, and where everyone is working towards a common purpose."

Our support staff are equally vital to the success of the School. From estates and operations to catering, IT, finance, HR and pastoral care, they are highly skilled professionals whose expertise allows the School to function effectively across aspects of school life.

Employee benefits



Professional reward and development

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career:

- A competitive remuneration package with additional allowances for extra responsibilities
- Pension - the School offers a defined pension contribution scheme with an employer contribution of 8%
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments.

Rewards and perks

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we offer our staff:

- A discount on school fees for staff children who satisfy the admissions criteria is available in the term following six months employment (proportionally reduced for part-time members of staff)
- A holiday buy-back scheme and sabbatical opportunity
- Cycle to Work Scheme
- Limited car parking available on-site
- Microsoft 365 for up to five personal devices
- Interest free school loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

Health and wellbeing

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- We offer a Group Health Cash Plan
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Free confidential advice line provided by DAS which provides advice and support on professional or personal matters
- During term time, our excellent catering provision offers meals and refreshments
- Free flu vaccinations
- Yearly eyesight tests
- Access to a range of wellbeing initiatives.

Community and environment

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.

The Role



To manage and administer sensitive information with professionalism and discretion, maintaining confidentiality in line with school policies and data protection legislation.

To remain up to date with national developments in SEND, curriculum, and assessment, and help ensure departmental practices reflect these developments.

To be familiar with school policies, in particular safeguarding procedures, the SEND policy, and promote the welfare of children.

To work closely with the School's Pastoral Team, Examinations Officer, Health Centre and Admissions.

Accountability
Accountable to Assistant Head (Academic Support and SENDCo).

Key responsibilities

Main Duties

- To ensure all health and safety and safeguarding regulations are adhered Maintain and update the SEND register as a routine administrative responsibility.
- Maintain the SEND file check.
- Coordinate the Lucid testing at the beginning of the academic year, including booking venues, sending pupils notification of times and their individual access codes. Organising results.
- Maintain departmental records and produce routine reports e.g. the Governor's data and Surrey County Council admissions data.
- Support the preparation of EHCP annual reviews, including the collecting and organising of the required information needed and booking the reviews.
- Prepare all SEND documentation for the leavers.
- Create, organise and archive pupil files.
- Maintain the department diary.
- Organise visiting speakers and coordinate their time on site e.g. MH's weekly timetable.
- Prepare Parents' Evenings with the teachers.
- Liaise with the Exams team re mocks and public examinations re ID of provision for typists, readers, scribes and enlarged scripts.
- Apply for AAO for the public examination year groups.
- Liaise with Admissions re prospective pupils for their ISEB exams and eventual admission to the school.
- To support/collect accurate registration data for academic support lessons.
- Maintain accurate Alternative Curriculum register and ensure completion of alternative curriculum form
- Order departmental supplies and assessment record forms.
- Uphold values and ethos of the school.
- Carry out any other reasonable tasks delegated by the SENCO.

N.B. This list is not exhaustive and may be amended according to the needs of the School. In addition, you may also be expected to assist with any other duties as may be reasonably required from time to time.

The Candidate



Experience, Skills and Qualifications

- Minimum 2 years' experience in an administrative role.
- Excellent written and verbal communication skills.
- Excellent administrative and organisational skills and ability to multi-task.
- Extensive experience in IT literacy; creating documents and spreadsheets and using software such as databases and MS Office packages
- Exceptional interpersonal skills and ability to work independently and as part of a team
- Flexible, adaptable, and proactive approach to working, with meticulous attention to detail
- An understanding of working in a regulatory environment such as a school would be advantageous
- Experience of working with SEND is desirable but not essential.

CONDITIONS OF SERVICE

Basic salary will be in Band 4 on the Support Staff Pay Scale, salary range £20,727 - £22,607 FTE, dependent on experience. Annual leave must be taken in the school holidays. There are some dates during the year that attendance is essential, such as INSET days and 1 week in the last week of August and 1 week at the end of the school year.

Hours to be worked will be 30 hours per week 36 weeks per year, Monday to Thursday 8.30am to 5.00pm including a one hour unpaid lunch each day.

There is a probationary period of three months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service.

Staff are permitted to use the facilities on site (such as the swimming pool, tennis courts and Library) at times which do not conflict with the School's requirements and within the school rules. Lunch is provided during term time.

The School is a non-smoking environment.

Health & Safety at St John's School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at St John's School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

Staff Conduct

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.

Child Protection







St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead .

The Selection Process







How to apply

Please complete an application form and equal opportunities monitoring form (available to download from www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/) and provide a letter supporting your application addressed to:
Karen Perkins, Deputy Head of People & Culture

Closing date: 9.00am, Friday 20 November 2026

Interviews will be held : w/c Monday 23 November 2026

We reserve the right to appoint at any time in the recruitment process and therefore invite interested candidates to apply as soon as possible..

St John's recognises the importance of attracting candidates from the widest possible sources in order to secure the range of skills and experience within our staff team.

Completed applications should be sent to St John's School via email to recruitment@stjohns.surrey.sch.uk or online via our website.

Further enquiries about this position or application process

Karen Perkins, Deputy Head of People & Culture
recruitment@stjohns.surrey.sch.uk

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