



CHESSINGTON
SCHOOL

Administration Assistant

June 2025

Grade C (£27,729 - £28,521 FTE)

36 Hours Per Week

08:00am - 4:15pm term time only

As a school we have worked incredibly hard to ensure that our students have a great Experience whilst attending Chessington School. Whether that be during the 300 minutes of lessons, the daily tutor time, the enrichment activities or the excellent pastoral care that we provide.

About the Role

We are excited to announce an opportunity for a dedicated and enthusiastic Administration Assistant to join our successful Operations Team at Chessington School. In this role, you will play a crucial part in ensuring the smooth operation of our school. This position is integral to supporting both our students and staff, facilitating effective communication, and maintaining organised and efficient administrative processes.

About You

We seek an organised, detail-oriented individual with excellent communication skills. The ideal candidate should be capable of working independently and as part of a team, showing a proactive approach to problem-solving.

This role is vital for maintaining our school's efficiency, providing a supportive environment for our students and staff. If you are eager to contribute to a thriving school community, we encourage you to apply.

About Us

Chessington School is committed to recruiting the very best teachers and support staff to benefit student experience in the classroom. We are an **Ofsted** rated Good school.

Offering a curriculum that is ambitious and broad in scope. We serve a diverse community and ensure we bring out the best in each student, be that through following vocational or academic pathways.

Chessington School is part of the Every Child, Every Day multi academy trust which is made up of three local secondary schools. We are a welcoming and inclusive place. Relationships among pupils And staff are positive and respectful.

Chessington is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you would like to work with us, we look forward to hearing from you.

Please see our school video [here](#).

Please see our school pledges [here](#).

Application Details

Link to Application Form

Application closing date: 25th June 2025

Candidates will be shortlisted and potentially interviewed on receipt of applications. We reserve the right to close the advert early should an appropriate candidate be identified.

For more information about Chessington school please visit our [Website](#).

For an informal discussion please contact Reanne Cooper - Office Manager on 020 8974 1156

Please forward completed application forms to lridpath@chessington.kingston.sch.uk or addressed to Lauren Ridpath, Chessington School, Garrison Lane, Chessington, Surrey, KT9 2JS

Only shortlisted candidates will be called for an interview.

If you do not hear back from us within a week of your application submission, please assume you have not been shortlisted this time.

The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. We fully recognise our responsibilities for safeguarding and child protection.

Any offer of employment will be subject to receipt of satisfactory pre-employment checks, including an enhanced disclosure and barring service (DBS) check, overseas criminal record checks where relevant, background check including an online check of the applicant's social media accounts and receipt of satisfactory references.

It is an offense to apply to work with children if you are barred from engaging in regulated activity relevant to children.

The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.