



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 is a high-achieving, oversubscribed selective school for girls with a national reputation for academic excellence, exceptional enrichment opportunities and a strong sense of belonging.

Founded in 1954 as Orpington Grammar School for Girls, Newstead Wood has a long tradition of enabling students to excel both academically and personally. At the heart of our school is the motto *Fortitudine Crescamus* — ‘May we grow in strength’ — which reflects our commitment to developing students who embody our core values of courage, excellence and compassion.

We believe that education extends far beyond the classroom. Alongside outstanding academic outcomes, students benefit from an abundance of opportunities for leadership, service, creativity, sport and personal development. From international educational visits and academic societies to student leadership roles and an extensive co-curricular programme, we encourage every student to discover and develop their talents and interests.

Our strong house system, comprising Nightingale, Wren, Swift, Falcon, Griffin and Phoenix, helps to foster a genuine sense of identity, community and belonging. As a diverse and inclusive school, we are proud of the supportive culture we have built, where every student is known, valued and encouraged to thrive.

WELCOME FROM THE HEAD

At Newstead Wood School, we believe our students deserve the very best— and that begins with the people who work here. We are looking for talented and committed colleagues who share our ambition for every student to achieve exceptional outcomes, develop strong character and leave school ready to make a positive contribution to society. We want staff who are passionate about their subject, dedicated to inspiring a love of learning and committed to maintaining the highest standards in everything they do.

Newstead is a school where excellence is expected from everyone, every day. We are proud of our diverse and inclusive community and seek colleagues who will embrace our values, contribute positively to our culture and work collaboratively to ensure that every student flourishes.

If you share our vision for an exceptional education and want to be part of a team that is ambitious, supportive and committed to continuous improvement, we would be delighted to welcome your application.



I am immensely proud to lead a community that combines academic excellence with warmth, inclusivity and ambition. Our students benefit from an environment where they are known, supported and encouraged to aim high. We believe talent should never be limited by background, circumstance or expectation—at Newstead Wood, there is no glass ceiling, only a commitment to helping every student realise their full potential.’ Hannah Dalton, Headteacher



VALUES AND VIRTUES

Newstead Wood School is a community where students belong, thrive and achieve.



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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

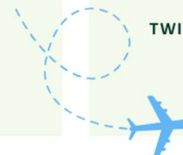


TRIPS & VISITS

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
(MUAF/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



A Member of JA Worldwide

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

ROLE:	Administrator
DEPARTMENT:	Office Support
HOURS:	Full Time
SALARY:	£28,645 FTE, £24,717 Actual
CLOSING DATE OF APPLICATION:	11 October 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
- Be the first point of call on reception
- Assist with reprographics, particularly during exam season
- Arrange school photos liaising with teachers and photographers as required
- 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 careers and 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 apprentice 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 11 October 2026.

Interviews will take place week commencing 12 October 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.

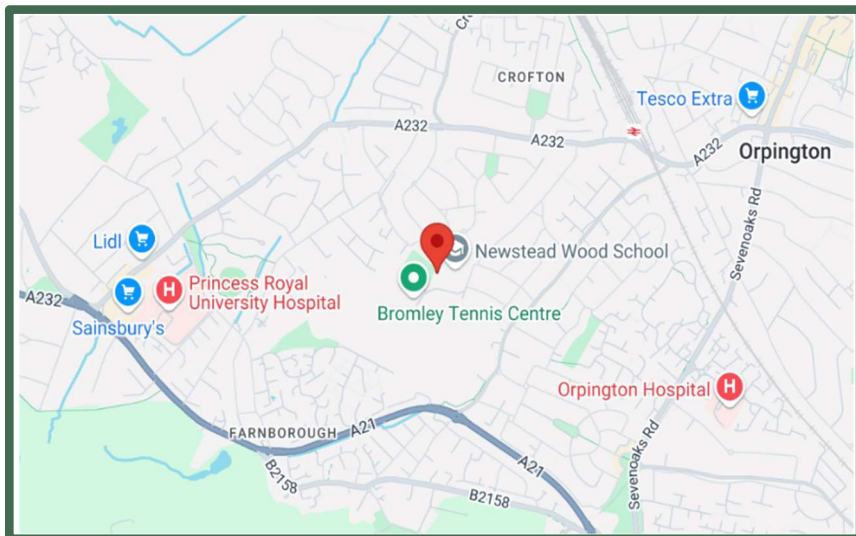
USEFUL LINKS

[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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