

**JOB TITLE: SCHOOL OFFICE ADMINISTRATOR**

**REIGATE GRAMMAR SCHOOL  
INFORMATION FOR CANDIDATES**

Role commences: **As soon as possible**

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## REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

### **“Happy Kids Great Results”** Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.



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The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2025. A Level results remain outstanding, with 95% of entries awarded A\*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's outstanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education.



## JOB DESCRIPTION

Reigate Grammar School is a large and busy school with rich academic and co-curricular programmes. Based in the Health & Wellbeing Centre, our School Office plays a vital role in supporting students, parents and teachers. School Office Administrators work across a broad range of tasks to support school communications and logistical arrangements, all with a goal of ensuring that students are safe and happy during their time at RGS.

### PURPOSE

To deliver outstanding administration and customer service across the full range of the school office's functions.

### DUTIES AND RESPONSIBILITIES

#### School operations

- Responding to enquiries from parents and members of the public, staff and students.
- Undertaking registration processes and attendance monitoring.
- Administration of teaching cover, room bookings and changes.
- Drafting and sending letters and emails, managing content on the school's parent portal.
- Providing first aid cover for the school (training will be provided).

#### Academic, pastoral and co-curricular

- Organising of academic parents' evenings and other school events
- Supporting staff in organising co-curricular events including coordinating logistical arrangements, and undertaking checks for visiting speakers.
- Supporting teaching staff with all aspects of administrative arrangements for trips.

#### Other

- Providing any other effective administrative support to teaching and professional services colleagues as the needs of the School and Group continue to evolve.
- Support for professional development will be provided, and there may be the opportunity to take on wider responsibilities over time.

These responsibilities are indicative and may evolve over time.

### Notes

- Two roles are available, either on a full-time or 'term time plus' basis.
- Please note that as part of the role, post holders will be required to contribute to a rota of earlier starts (7.30 am) to support the School Office's role in registration and teaching cover administration.
- Occasional support for school events at evenings and weekends will be required (approx. 2-3 times per year).

### PERSON SPECIFICATION

#### The successful candidates will be:

- Able to provide consistently excellent support to parents, students and colleagues;
- A confident and professional communicator; able to tailor their approach to suit different situations;
- Keen to support students with a wide range of needs, having a genuine interest in promoting their welfare;
- Comfortable working in a busy, vibrant and fast-moving school environment;
- Fully IT literate and able to get to grips with new systems quickly;
- Proficient in Microsoft Office 365 applications, particularly Excel, Word, OneNote, SharePoint and Teams;
- Willing to undergo regular training to stay up to date with the needs of the school;
- Discreet and able to handle confidential data sensitively;
- Organised, efficient and able to work accurately to tight deadlines; and
- Keen to identify improvements to service delivery.

Experience of working in education or with children is desirable, but not essential. Applications are welcome from candidates with a wide range of professional backgrounds and experience.

Experience of school administrative systems, such as SOCS, Evolve, MIS and a Parent Portal, would be advantageous but not essential.

There is an expectation that all RGS staff members provide a modest contribution to the extra curricular programme, cover system or student supervision system through a club or activity, regular duty, supervision on trips or other activities and/or contribution to invigilation and other areas of school life. This will evolve over time.



## FURTHER INFORMATION

### TERMS AND CONDITIONS

- Professional Services staff at Reigate Grammar School are remunerated according to our own salary scales. Salary range £25-29k FTE, dependent on experience and qualifications.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

### SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

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.

### EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age,

disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

### APPLICATIONS

Applicants are asked to complete the **Professional Services Application Form and Supplementary Form** (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Wednesday 4 February 2026, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make appointments prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS  
01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org) | [reigategrammar.org](http://reigategrammar.org)



## SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

## DIRECTIONS:

## By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

## By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

## WHAT3WORDS

## KEYWORDS

