

JOB TITLE: SCHOOL OFFICE TEAM CO-ORDINATOR/MANAGER

REIGATE GRAMMAR SCHOOL

INFORMATION FOR CANDIDATES

Role commences: September 2026





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.

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

The School Office Team Co-ordinator plays a key role in supporting the smooth, efficient and professional operation of the School Office at RGS

Working as the senior member of the School Office team, the postholder will help co-ordinate day-to-day workflow, support colleagues, develop team capability and contribute to the continual improvement of office systems and processes.

The role combines hands-on administrative work with responsibility for helping to build a positive, collaborative and resilient team culture. The successful candidate will help create an environment in which colleagues feel supported, confident and equipped to provide an outstanding service to pupils, parents and staff, whilst contributing positively to ongoing change and development within the School Office.

This is a development opportunity for an individual who wishes to play a wider role in supporting colleagues, improving processes and contributing to the ongoing effectiveness of the School Office team. Whilst previous line management experience is not essential, the successful candidate will demonstrate a commitment to developing others, fostering positive working relationships and helping to build a high-performing and supportive team culture.

KEY RESPONSIBILITIES

Office Operations and Workflow

- Lead the effective day-to-day running of the School Office.
- Help prioritise and co-ordinate workflow across the team, ensuring that key tasks are completed accurately and on time.
- Assist colleagues in managing competing priorities and responding to operational demands.
- Lead the efficient delivery of office functions throughout the school year.
- Maintain high standards of organisation, accuracy and customer service to parents, students and staff.
- Lead the planning and co-ordination of key annual activities and events, helping the team anticipate and prepare for busy periods i.e. through a School Office calendar.

TEAM DEVELOPMENT AND CAPABILITY

- Support the ongoing development of knowledge, skills and confidence across the office team.
- Identify opportunities for training, process improvement and knowledge sharing and make this happen.
- Ensure that key administrative knowledge is distributed effectively across the team and not reliant on individual colleagues.
- Support the induction and development of new members of staff.
- Encourage a culture of continuous learning, collaboration and professional growth.
- Work with colleagues to build confidence in the use of school systems and administrative processes.

CHANGE AND CONTINUOUS IMPROVEMENT

- Lead the implementation of new systems, processes and ways of working across the School Office.
- Help colleagues adapt confidently and positively to change, providing support, guidance and encouragement where needed.
- In conjunction with SLT, lead the review and improvement of office procedures, identifying opportunities to enhance efficiency, consistency and service.
- Encourage a culture of continuous improvement, innovation and openness to new ideas.
- Work collaboratively with colleagues across the school to support operational developments and improvements.

Team Culture and Collaboration

- Help foster a positive, professional and supportive team environment.
- Promote collaborative working, shared responsibility and mutual support.
- Support colleagues during busy periods, helping to maintain a calm and solutions-focused approach.
- Contribute to clear communication and consistent working practices across the team.
- Model a positive and proactive attitude, encouraging colleagues to approach challenges constructively.
- Help create a culture in which colleagues feel valued, supported and confident in their roles.



JOB DESCRIPTION CONTINUED

Communication and Relationships

- Support effective communication with pupils, parents, staff and visitors.
- Help ensure that enquiries are dealt with promptly, professionally and courteously.
- Assist with the preparation and checking of school communications, correspondence and administrative documentation.
- Exercise discretion and sound judgement when handling confidential information.
- Build positive working relationships with colleagues across the school and contribute to a culture of excellent service.

Systems, Administration and Events

- Support the effective use of school systems and administrative processes e.g. ISAMS for cover, timetables and, reporting; SOCS for calendar and room bookings; ISAMS and Medical Tracker for first aid and medical admin
- Assist with the administration of school events, trips, parents' evenings, meetings and other operational activities.
- With SLT, lead the review and improvement of administrative systems, templates and processes.
- Help ensure that records are accurate, up to date and maintained in accordance with school policies and data protection requirements.
- Undertake administrative duties as required to support the effective operation of the School Office.

PERSON SPECIFICATION

The successful candidate will demonstrate:

- Excellent organisational and administrative skills.
- Strong interpersonal and communication skills.
- The ability to prioritise effectively and remain calm under pressure.
- A collaborative and supportive approach to working with colleagues.
- The ability to build positive working relationships across a team.
- A proactive approach to developing the skills, confidence and effectiveness of others.
- Strong problem-solving skills and a solutions-focused mindset.

- Good attention to detail and a commitment to high standards.
- Sound judgement, discretion and respect for confidentiality.
- Confidence in learning and using new systems and technologies.
- A commitment to delivering excellent service to pupils, parents and staff.
- Flexibility, resilience and a willingness to lead change and improvement.

REPORTING LINE

The School Office Team Co-ordinator will report to the member of the Senior Leadership Team with responsibility for the School Office and will work closely with colleagues across the school.

All staff are actively involved in the co-curricular life of the school, and we encourage staff to share their passions with our pupils. Applications are especially welcome from staff who can support with one of our key areas: Outdoor Education (including DofE, CCF and Adventure Sports), Sports, or MUN, Public Speaking and Debating. We also welcome applications showing a commitment to lead and contribute to other specific areas of our extensive co-curricular programme, or to introduce new activities.

This is a full-time, year-round role. The successful candidate will work 40 hours per week, Monday-Friday, from 8.00am to 5.00pm.



FURTHER INFORMATION

TERMS AND CONDITIONS

- Professional Services staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- 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 9.00am on Wednesday 15 July 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment 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 | 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.

RGS postcode RH2 0QS
 RSM postcode RH2 7RN

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

Main Reception: cabin.fire.brave

