



Information for candidates applying for the role of:

School administrative assistant

Permanent, full time

Salary: NJC Scale 3 Outer London actual salary (£24,780 - £25,134)

Required: September 2026



Highlands
School & Sixth Form



Dear candidate,

I am delighted that you are considering applying for the position of school administrative assistant at Highlands School. Highlands is a very successful and popular school with a thriving sixth form. Our students come from a range of socio-economic and cultural backgrounds and we are proud to be one of the most popular and high achieving schools in London.

Our stated goal is “To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.” This is an aspirational goal, but one we judge ourselves against at all times. If you are successful in your application you will play a key role in improving Highlands towards achieving this.

We are judged ‘Outstanding’ in all areas by Ofsted. When we were recently inspected in November 2024, [the Ofsted report](#) highlighted the excellent curriculum, behaviour, safeguarding and personal development the school offers. The report said that students “thrive in this diverse and inclusive school”. Academic achievement is excellent at Highlands and we are featured in the Times ‘Parent Power’ lists of the top schools in England.

I am committed to developing staff and supporting their wellbeing. We have two hours of CPD every Wednesday; no other meetings are held during the week. We use centralised collaborative resources to support planning. Pastoral leaders oversee centralised detentions to free up other teaching staff. We have a two week October half term break. Teaching staff can have their PPA time blocked together and work from home.

Our approach to curriculum and teaching is influenced by the writings of theorists such as Christine Counsell and the principles of Rosenshine - yours should be too. We want to recruit a hard working and driven colleague with very high standards, someone who wants to make a real difference at Highlands.

Before reading on, I recommend you watch this [video](#), which will introduce you to our school. I look forward to receiving your application and meeting you in person,

Vincent McInerney, Headteacher



History, ethos and values

Highlands was opened by Sir Tony Blair in 2000, the first PFI school in the country. Recently the school has successfully transitioned to our direct management and we couldn't be more proud. It is set in beautiful grounds and has a modern building in excellent condition. Mr McInerney is the third headteacher at Highlands. The previous head, Mr Goddard, led the school on a successful journey from 'Satisfactory' in 2007 to 'Outstanding' twice. The school's Outstanding status was confirmed in the November 2024 Ofsted inspection. The school has a strong reputation in the area for high academic standards and high standards of behaviour.

Our stated goal is "To provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools." We take this very seriously and we have very high expectations of ourselves and each other. We are outward facing and research focused. We look at what the very best schools are doing nationally and internationally and then try to do it better.

Our values are determination, aspiration, respect and equality (DARE). These values underpin all of our work, and are our guiding principles. They summarise what we expect from students and staff. Our motto is 'Dare to flourish'. We chose this very carefully. The word 'dare' was chosen as it links to our values. The word 'flourish' was also carefully selected. The origin of the idea of flourishing dates back to Aristotle, who believed that the human purpose is to try and flourish, or live well. The modern spelling of the word is derived from the Latin, *flos*, which means flower. We like this word because we want all of our school community to grow and to develop. We know not everyone will grow and develop in the same way, but we will support them and be proud of them regardless.

Curriculum

Our curriculum has been carefully sequenced by highly skilled heads of department and faculty with the support, where appropriate, of nationally recognised experts such as Christine Counsell and David Didau. Our curriculum intent statements will give you a good sense of our philosophy towards the curriculum:

The Highlands School curriculum is highly ambitious and designed to educate students in the best that has been thought and said in each subject and to build cultural capital. At Key Stage 3 the curriculum goes beyond the requirements of the National Curriculum, introducing students to carefully sequenced core knowledge and ideas that will allow them to participate in the community of educated citizens.

The Highlands School curriculum supports a culture of reading. Reading and literacy open the doorway into the other subjects in the curriculum and to future success. The curriculum at Highlands encourages reading for pleasure and ensures students can access texts across the curriculum.

The wider curriculum at Highlands is an entitlement, not a privilege. All students take part in 28 days of carefully selected trips and visits over their seven years at Highlands to support the learning in lessons, build cultural capital and broaden their horizons to a world of opportunities.

The taught and wider curriculum, particularly through PSHE, teaches students about diversity, equality, inclusion and British values.



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Teaching, Learning and CPD

Our approach to teaching is underpinned by Rosenshine and the principles of direct instruction so, before applying, we advise potential candidates to be familiar with the principles and comfortable using them in the classroom. We value the teacher as the subject expert and we expect key knowledge to be delivered to students in a scaffolded and 'chunked' manner. We expect understanding to be checked throughout the lesson with the use of hinge questions, no hands up questioning and mini whiteboards. We buy all students mini whiteboards at the start of the year so they can all participate. Paired discussion is encouraged as a carefully planned part of the learning process. All departments have shared resources that are collaboratively developed and which staff are expected to use. This significantly reduces planning time for staff and means that every class has access to the same high quality resources.

Staff have CPD every Wednesday and this is built into the school day. This is a valuable opportunity for staff to share best practice, and work on curriculum development.

Highlands staff have unique access to a range of professional development opportunities, delivered by the school. These include middle and senior leadership programmes. Uptake on these programmes is high amongst our staff. For ECTs, the school offers the early career framework.

For more details of our benefits package and tailored CPD programme you can read our [people offer](#) here.



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Enrichment

At Highlands we think about more than exam results. The extracurricular provision at the school is excellent. In recent years Highlands students have travelled to Berlin, Morocco and New York. Last year students studying physics visited Cern in Switzerland, language students visited Madrid and there were international trips to Italy and Eswatini planned. Our students take part in the Duke of Edinburgh programme and other visits locally and nationally.

The performing arts are a strength at the school and the shows and performances are very popular. Last year students performed in the school show, Chicago, at the Millfield Theatre. This year they will be performing Annie. Sports are another area of success at the school; girls' football at Highlands is amongst the strongest in the region.

At Highlands students leave with excellent results but also with experiences and an appreciation for the world beyond school that will stay with them forever.

All students at Highlands participate in 'DARE days'. These are four days each year when all lessons are suspended and students and staff participate in a range of trips and activities designed to enrich their learning experience and broaden their horizons.

When school finishes early on Wednesdays for staff CPD, we run compulsory Ed-Extra for year 7. These range from rugby to fashion, from dance to judo. It is a good example of an area in which the school does something that other schools look to as an example of best practice and innovation. We believe our extracurricular programme at Highlands should rival that of any other secondary school in London.



The Sixth Form

Highlands has an Ofsted 'Outstanding', high performing and oversubscribed sixth form. In February 2024, the Department for Education value added performance tables put Highlands Sixth Form 106th out of 4,362 schools in England and 47th out of all state school sixth forms. Watch our 2025 sixth form video [here](#).

Students go on to a range of destinations including top universities (Oxford, Cambridge, UCL, King's College London), others have gone on to do degree apprenticeships at companies like Deloitte, Blackrock and law firms such as Allen and Overy. Whether it be A levels or BTECs we support students to the next stage of their life.

At Highlands it is not just what students achieve academically that matters, but what type of young people they become and what they choose to do when they leave.

It is for this reason that we have built a diverse and challenging curriculum, along with excellent enrichment opportunities for our students. Students participate in a thriving FemSoc, a debating society and other sporting events. We are an inclusive sixth form, with a welcoming, diverse and grounded community in which our students feel cared for and supported.

Supporting students to make the right university or career choices is a priority at Highlands. We have a dedicated team of staff who bring outside speakers into the school to develop students' understanding of the world of work. We have a flourishing enrichment programme which encourages sixth form students to take up leadership opportunities. We have a special pathway for students wishing to enter careers such as law or medicine, study at Russell Group universities or who wish to study at Oxford or Cambridge. We are committed to supporting each student into the career or university of their choice. Learn more about the sixth form on our [sixth form website area](#).

School priorities

Our goal is to provide a world class educational experience for our students. In whatever we do, to be held as an example of best practice to other schools.

To achieve that the school has three strategic priorities:

1. Achieve academic excellence, underpinned by a curriculum that meets the needs of all learners.
2. Create a culture that celebrates diversity and equality and that supports inclusivity and excellent behaviour.
3. Promote a culture of leadership, self-reflection and professional development across all staff.



Admin department

Highlands has a vibrant and cohesive admin team who play a crucial role providing a wide range of administrative support to ensure the efficient running of the school.

There are 16 members of the team, most of whom are based in or near the main office, providing exceptional admin support for the school teaching staff and leadership team, and a welcoming and supportive environment for students and visitors. The main office is open from 7.45 a.m. to 4.45 p.m. Monday to Friday, and is the first port of call for all queries from visitors and students. The reprographics department is in a separate reprographics office.



The Role:

To provide professional, efficient, and welcoming administrative support to students, staff, parents, and visitors. As a member of our busy admin team, you will ensure the daily operations of the school office run seamlessly in a fast-paced environment of an “Outstanding school”.

Job Details

The position is permanent and full time. 36 hours x 38 weeks

This role requires a start time of 7.45 a.m.

The successful candidate will report to office manager.

Salary: NJC Scale 3 Outer London actual salary (£24,780 - £25,134)

The post starts September 2026.



Job description

Key Responsibilities

General Office Administration

- Provide comprehensive administrative and clerical support to the school leadership team, teaching staff, and governing body as required.
- Draft, format, and send school emails and text alerts to parents.
- Manage incoming communications (phone calls, emails, and sometimes post), directing enquiries to the relevant department or staff member accurately and efficiently.
- Maintain accurate, up-to-date student and staff records using the school's Management Information System (MIS) (e.g., Bromcom).
- Assist students who come to the school office with general enquiries, lost property, timetable queries, or late arrivals.
- Provide basic first aid care to unwell or injured students, logging incidents in accordance with health and safety procedures, and notifying parents if required (in absence of welfare officer)

Specific Tasks

- Answer the main telephone line, take accurate messages, and triage urgent calls (e.g., safeguarding concerns, student emergencies).
- Manage the main school email inbox, responding to routine queries and forwarding complex emails to the appropriate staff.
- Order and manage office stationery, ensuring stock levels are maintained within budget.
- Coordinate the administration for school trips, tracking payments using ParentPay.
- Manage hospitality for SLT and shareholder meetings, and for staff wellbeing events.
- Deputise and cover for the school Receptionist when required. Greet and log all visitors into the electronic sign-in system, issuing security badges and verifying ID in line with safeguarding (KCSIE) regulations.
- Organise shredding collections as required.

- Undertake other administrative duties as requested from time to time by the Office Manager/SLT.
- Assist with student first aid duties as required, particularly during busy operational periods.

Equal opportunities

To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies and programmes in relation to discriminatory behavior. Click [here](#) for our equal opportunities statement.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the headteacher will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment as and when required.

Person specification

The following outlines the key knowledge, skills and experience required for this position. As part of the shortlisting process, the selection panel will assess each candidate against the criteria listed below.

Knowledge, skills and experience:

- Excellent communication skills (written, oral and utilising I.T.)
- Ability to work independently, under minimum supervision, or as part of a team as required
- Ability to assimilate and present data with accuracy and attention to detail
- High level of literacy and numeracy
- Excellent minute taking skills
- Willing to participate in training and professional development programmes appropriate to the needs of the post
- Ability to work under pressure with strict deadlines
- Good organisational skills and ability to balance competing pressures, deadlines and demands
- Good sense of humour
- Excellent interpersonal skills
- Good time-management and prioritising skills
- Calm and friendly manner
- Knowledge of school based management systems and school environments

Personal qualities

- Rigour.
- Integrity.
- Commitment.
- A high level of emotional intelligence.
- Ability to work well under pressure and prioritise and meet deadlines.
- Excellent communication, interpersonal, and presentation skills.
- A belief in the importance of systems in schools.
- A willingness to hold oneself to account and to receive respectful and candid feedback on the quality of work.

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The application process

Please apply by visiting the [vacancies page](#) on our website and complete an application form via MyNewTerm in full with a personal statement of no more than two sides of A4 outlining how you meet the person spec. This can be typed in the space on the application form or as a separate document.

Closing date: 9am on Friday 10 July 2026. Interviews will be held shortly afterwards.

If you have any questions, please contact Kavita Tailor, HR Officer, at hsjobapp@highlearn.uk or **020 8370 1166**.

The Governing Body are committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.



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