



Student Support Coordinator

Starting September 2026

35 hours per week

Working Pattern: Mon-Fri 8am-3:30pm

Term Time Only (38.4 weeks per year)

Starting Salary: Elm 7 £33,552 - £35,763 FTE

Actual Starting Salary: £27,631 - £29,452

We are seeking to appoint a dedicated and organised individual to join the team at Heathside Walton-on-Thames as Student Services Coordinator. This role offers a unique opportunity to combine a vocation to support young people with their learning and development, with the skills of an experienced and efficient administrator.

The role involves supporting the Head of Learning to work with students, to raise achievement and remove barriers to learning. It involves liaising with school staff, parents and external agencies.

Candidates should:

- Possess strong communication and interpersonal skills and the ability to relate positively to students, staff, parents and external agencies
- Have a calm yet assertive and professional approach in dealing with young people, to work with students to raise achievement and remove barriers to learning
- Show initiative and be prepared to 'go the extra mile' when necessary
- Be flexible and demonstrate excellent administrative and IT skills

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 9th March 2026 at midday

Interviews: w/c Monday 9th March 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

