



[www.oxtedschool.org](http://www.oxtedschool.org)

# **Admin Assistant & Receptionist**

**March 2026**

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# WELCOME FROM THE PRINCIPAL

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Dear Candidate

Thank you for your interest in the position of Admin Assistant and Receptionist at Oxted School.

Oxted School is a large, vibrant, and successful with over 1700 students aged 11-18 on roll. Founded in 1929, Oxted School is strongly rooted in the local community, a community that we are so proud to serve. We are Ofsted rated 'Good'. The school is part of The Howard Partnership Trust (THPT).

Oxted School is on a rapid and ambitious journey, and I am looking for someone with the personal drive and determination to help me fulfil the school's full potential. You will be an experienced and successful leader with an appetite to take full advantage of the opportunities ahead. We have the highest of aspirations for every member of school and you will help me meet these aspirations.

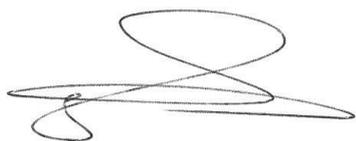
Excellent teaching, a strong pastoral system, high quality support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities to ensure that the needs of every student are met, is our goal. With your leadership and determination, you will work with me to meet Oxted School's vision for the future and further accelerate our progress.

Developing our staff and their wellbeing is also a high priority, so we provide a well-resourced environment where staff are supportive of each other and work collaboratively. Staff CPD and development is important in our school, and we take our responsibility to develop our staff seriously.

We hope you will find the information in this pack interesting and informative.

If you feel you have the energy and passion to fulfil this role, I look forward to receiving your application.

Yours faithfully,



**Maurice Devenney**  
Principal  
#teamOxted





## OUR TRUST

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### About THPT

The Howard Partnership Trust is a growing family of 13 schools in the South East of England. Our family includes Primary, Secondary and Special Schools and welcomes any school that shares our values and commitment to Bringing out the Best in each and every one of our children and young people.

Our Trust has a proud history of improving and sustaining schools at all stages of their development journey including Outstanding schools and those who were in Special Measures. To do this we work in deep collaboration and partnership across our schools to share expertise and enable the highest quality education for every child.

Driven by our six shared values, we are future focused, knowing that we strive for the best for every child, expanding their life chances and choices from the moment they join us. We use the wealth and diversity of experience across our different settings to benefit all within the Trust, sharing and extending good practice to support our continual improvement and secure excellence in education in all of our schools and beyond.

Like the children in them, our schools are unique, and our Principals and staff have the independence to make key decisions to support them in the best ways. We believe our schools have a crucial role to play as community anchors as well as providers of education for the here and now.

If you share our outlook and passions, we hope you find the information here you need to make an informed application.



## OUR SCHOOL

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### Our School

Oxted School is a comprehensive school for students aged between 11 and 18. The school is popular in the local community and has a growing Sixth Form. Our school is a welcoming environment, which, paired with our high standards, delivers an improving education for our students. Our buildings range from a traditional main block to much more recent developments that contain specialist science labs, sports hall, dance and drama studios, music rooms and STEM workshops. The student body in our school is truly diverse, both in heritage and educational starting point.

The school is a short walk from Oxted station. London Bridge and London Victoria are approximately a 30-minute journey by train. The school is also within easy commuting range of South London and Surrey.

### #teamOxted Mission Statement

We want to broaden the horizons of our students and staff through the provision of a world-class education filled with opportunity. We fulfil this ambition through our mission statement:

- A highly successful School, that is proud to be at the centre of our community.
- A kind, safe and inclusive School that values each team member.
- A learning environment where staff and students thrive.
- A fearless commitment to bringing out the best in each other.

We are unashamedly aspirational for our students and aim to equip them with the knowledge, skills and dispositions they need to be successful, both academically and in their wider lives

There is a culture of celebration established and reinforced by regular rewards and recognition of students' achievements.

### #teamOxted Culture

Working at Oxted School means becoming a member of #teamOxted. At its core this team creates a culture of:

- High expectation and aspiration for all.
- Collaboration and teamwork #teamOxted
- Organisation and overcommunication of routines.
- Consistency with cohesion.
- Simple and focused approach.
- Advantaging our disadvantaged.
- Assessment, not assumption.
- Always learning.

### #teamOxted Values

We have a shared set of values for both our staff and students. We want these values to be lived, not laminated so every member of #teamOxted is aware of the traits and behaviours we prize:

- Respect
- Responsibility
- Resilience
- Reflection



# OUR COMMITMENT TO YOU

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When you apply to join our Trust, it is important that you have the opportunity to learn about who we are and why we are so passionate about the partnerships we have across our schools.

These partnerships support how we come together to make a real difference and improve educational outcomes for our children and young people.

We want every candidate to have an informed, engaging, and positive experience, through the application and selection process and we have set out our commitment to all candidates in this charter. Staff are our most valued asset, and we place a high emphasis on staff well-being and professional development.

## OUR COMMITMENT TO YOU

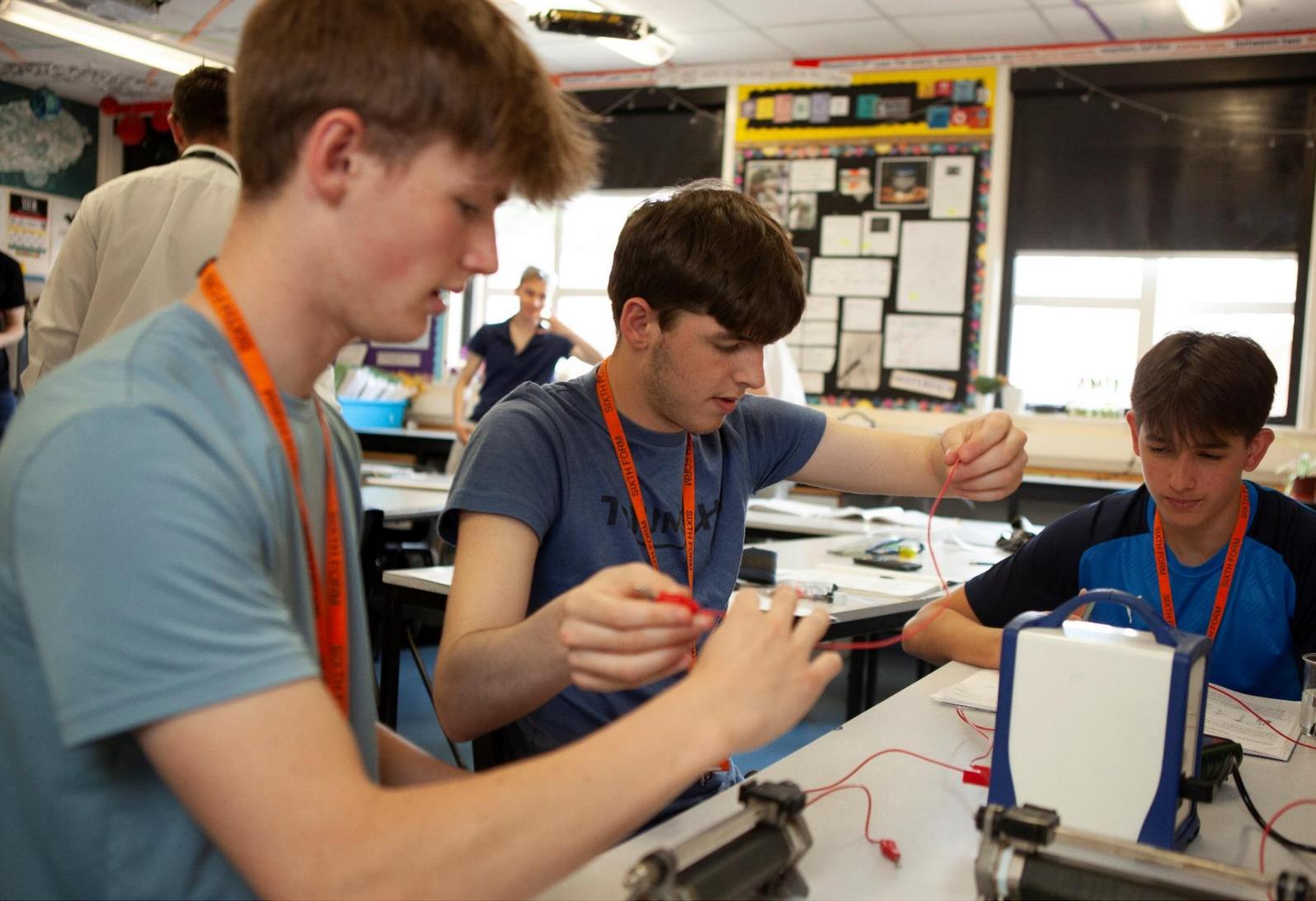
- Transparency – we will treat you with respect, honesty, and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively.
- Understanding – we will ensure you are given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and will act on what you have to share.
- Inclusivity – our recruitment decisions align with our commitment to create a high quality, diverse workforce.

## WE WILL ALWAYS

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we will ensure you get the answers you need.
- Respond to enquiries promptly and usually within 48 hours.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

## IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations, and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.



## THE OPPORTUNITY

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### The Role

This role will offer the successful candidate exciting opportunities to work as part of a dynamic team and to be part of the driving force behind the evolution of our school in an outstanding 21st century learning environment, as part of a team dedicated to delivering excellent learning.

We have high expectations in all we do and believe that all our students can be the best in the world at whatever they decide to pursue, through hard work, determination, leadership and compassion.

### The Person

The ideal candidate will have high standards, strategic vision, work well with their colleagues and bring an innovative and dynamic approach to subject development. They will understand the direction the department needs to go and help me to bring about further improvement. They will want to make Oxted School a beacon of excellent pedagogical practice.

We need someone who is a motivated, energetic, self-starter; a team player with bundles of enthusiasm, a good sense of humour and a passion for working with young people in a busy and thriving school environment.

Key information on the department and our curriculum can be found in our school website: [www.oxtedschool.org](http://www.oxtedschool.org)

# JOB DESCRIPTION

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<b>Job Title</b>	Admin Assistant and Receptionist
<b>Reporting To</b>	PA to the Principal and Operations Manager
<b>Salary Scale</b>	Partnership Grade: P4 (£25,111 - £27,318pa FTE)

*This is a part-time, permanent position, required on Thursday and Friday (14.4 hours per week/40 weeks per year).*

## **Main Purpose:**

To provide an efficient and accurate support service for the Front of School and the PA to the Principal and Operations Manager.

### 1. Reception

- Manage reception ensuring visitors are greeted and signed in correctly, including monitoring the back gate and checking when anyone rings the intercom
- Receive and redirect telephone calls to the school, including managing voicemail messages
- Update the reception entry system as required
- Ensure staff are informed when they have visitors
- Use the two-way radio to contact staff on walk-about or to contact the site team

### 2. Post and Deliveries

- Receive deliveries and log tickets for Estates to move them to the delivery cupboard
- Log deliveries of exam papers and notify the Exams Officer immediately that they have arrived
- Receive and distribute the external post
- Ensure outgoing post is correctly franked and available for collection each day

### 3. Administration

- Administer the bookings for meeting rooms and visitor parking spaces
- Manage the inbox for the Front Desk email account redirecting emails to the correct staff and responding where relevant

### 4. Other Duties

- Undertake other duties of a similar nature and commensurate with the level of the post as may be required by the PA to the Principal and Operations Manager
- To participate in training, other learning activities and performance development as required

## Main Accountabilities

### 1. Analysis, Reporting & Documentation

- Ensure information and records are processed and stored to agreed procedures
- Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports
- Prepare and despatch a range of standard correspondence/documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity

### 2. Service Delivery

- Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity
- Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service

### 3. Planning & Organising

- Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard

### 4. Finance/Resource Management

- Follow established ordering procedures to ensure adequate resources are available to meet work requirements

### 5. Working With Others

- Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit

## Safeguarding Statement

Oxted School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties for all Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development' should appear in all grades. To have regard to and comply with safeguarding policy and procedures

# PERSON SPECIFICATION

**E: essential**

**D: desirable**

<b>Qualifications and Training</b>	
GSCE in English and Maths or equivalent	E
Able to work towards vocational qualifications level 2	D
<b>Skills &amp; Abilities</b>	
Competent in a range of IT skills	E
Working knowledge of relevant skill set, systems, equipment, processes and procedures.	E
The ability to learn to use Teams and Class Charts if unknown to applicant.	D
Proficient in the use of Microsoft Office and/or school MIS platforms.	D
Accuracy and ability to prioritise and organise own workload.	E
<b>Personal Attributes</b>	
Excellent communication skills with the ability to relate well to students and adults	E
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	E
Energy, enthusiasm, determination and an insistence on high standards	E
Be able to work under pressure, prioritise and manage time effectively	E
<b>Safeguarding</b>	
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).	
The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	

We are a values-based organisation and seek to recruit individuals who can demonstrate our values. Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

## **Our values are:**

Integrity - displaying honesty and having strong moral principles

Partnership - working together and taking collective ownership to achieve the same goals

Advocacy - working hard on behalf of others to maximise their success

Resilience - finding success again after something difficult or negative has happened

Compassion - displaying empathy towards and a desire to help others

Aspiration - aiming high to achieve success

# APPLICATION PROCESS

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## Application Process

All applications should be submitted no later than **12pm, Monday 23<sup>rd</sup> March 2026**.

We reserve the right to interview before the closing date, so an early application is advised.

## Interviews

Interviews may take place earlier than the closing date by mutual agreement.

## Notification & Feedback

Candidates who have been called to interviews will be notified as soon as possible. Please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

## Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

## Data Protection

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.



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