SURBITON

HIGH SCHOOL

Job Description

Job Title:	**Administrative Assistant**
Job Purpose:	Responsible for Administration tasks and all Reception duties at the Surbiton Assembly Rooms (SAR) Reception and to be responsible for the day to day administration of the transport requirements.
Primary Reporting Line:	Senior Administrative Assistant *(SAR Receptionist part of role)*
Secondary Reporting Line:	Director of Finance and Operations *(Transport Administrator part of role)*
Start Date:	January 2027
Tenure:	Permanent, Part-time
Schedule:	Monday to Friday, 1:30pm – 5:30pm, 21 hours per week 36 weeks of the year - Term-time plus some holiday working days, which mainly need to be reserved for the end of August each year in order to set up the transport for the following academic year.
Renumeration:	£29,505 - £32,743 (FTE), Actual Salary £13,161- £14,605 Plus a generous benefits package which includes a Health Cash Plan, free Will-Writing service and much more – see our full benefits package here.

The School Reception is a busy, welcoming and highly organised hub that supports the smooth day-to-day running of the school. Working as part of a team of five, the Reception Team serves as the first point of contact for pupils, parents, staff and visitors, playing a key role in presenting a professional and positive image of the school.

The environment is fast-paced and varied, with responsibilities spanning front-of-house reception duties, pupil support, data management, safeguarding administration, transport and wider office coordination.

Key Responsibilities:

SAR Reception:

- Answering the telephone promptly and professionally
- Fielding telephone calls as appropriate
- Acting as Front of House for all visitors to the Assembly Rooms; welcoming them to the School, offering refreshments, directing them to the relevant people in different areas of the School
- Ensuring visitors are signed in and registered at Reception in accordance with Surbiton High School's security measures
- Taking delivery of mail and distributing accordingly
- Providing refreshments to visitors when required
- Liaising with other Reception desks to ensure sites are working collaboratively
- Logging and distributing personal items to students as and when they require (i.e. temporary uniform measures)

- Handling pupil lost property
- Assisting parents, pupils and staff with ad hoc queries
- Supplying basic first aid and contacting Welfare Centre if needed
- Assisting with events and any other such functions which take place at the School
- Administering school registers and ensuring the Management Information System (MIS) is kept up-to-date on a daily basis
- Part of the proof-reading team, proof-reading weekly letters on the School's MIS system
- Managing the car park in front of the Assembly Rooms
- Providing administrative support to staff as directed by the Senior Administrator
- Effectively working with job-share partner to ensure continuity and completion of tasks throughout the day
- Undertaking all other duties as may reasonably be required

Transport:

- Be responsible for the day-to-day administration of the transport requirements as directed by the Transport Coordinator and the Director of Finance and Operations
- Have a strong eye for detail to ensure inconsistencies and errors are picked up on a daily basis.
- Be responsible for the effective and efficient management of the home-to-school bus service under the guidance of the Transport Coordinator
- To work closely with GP and BP to ensure end-of-day lists are accurate and that any last-minute changes are efficiently communicated between sites.
- Handle any issues as they arise during the afternoon coach journey service
- To accurately keep account of transport journeys and ensure accurate billing each cycle based on data collected
- Sign off relevant transport invoices for payment

Afternoon School Bus Service

- Ensure a safe, effective and efficient running of the service
- Work closely with the Bus Contractor, the Finance Office and the Director of Finance and Operations to manage the home to school/school to home service
- Be the first point of contact for Bus Contractor
- Manage communications with parents
- investigate any problems and liaising with parents and coach company directly

Sports

In conjunction with the Transport Co-ordinator:

- Oversee sports transport for all three schools
- Manage the sport transport schedule and ensuring that the work is completed on time and in a format understood by all
- Assist in the management of, and booking system for the School fleet, picking up ad hoc requests.

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Person Specification

The successful candidate will be likely to fit the following profile:

Skills and Experience

- Excellent communication, organisational, administrative and ICT skills
- Extensive knowledge of Microsoft Office software, including Word, Excel, Outlook, PowerPoint and databases
- Previous office/administrative experience, ideally within an educational setting
- Strong customer service skills with a willingness to go the extra mile
- Friendly and professional telephone manner
- Meticulous attention to detail with strong use of initiative
- Experience with transport booking systems an advantage

Personal Attributes

- Driven, self-motivated and highly organised
- Highly flexible, able to multi-task and manage a heavy workload effectively
- Ability to work under pressure within a fast-paced environment
- Ability to work independently whilst responding effectively to both proactive and reactive demands
- Enthusiastic team player with strong interpersonal and problem-solving skills
- Accustomed to working collaboratively within a busy front-of-house environment
- Positive rapport and personal warmth to gain the confidence of pupils, staff and parents
- Ability to build productive working relationships at all levels
- High standards of personal presentation and professional integrity
- High levels of discretion, confidentiality and awareness of data protection requirements
- Commitment to personal professional development and willingness to develop own skills
- Enthusiasm for independent education

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To Apply

Please apply online via the link on the TES or our School website

Closing date for Applications: 12.00pm, Thursday 3 December 2026
Interviews to be held week commencing: 7 December 2026

Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email recruitment@surbitonhigh.com

The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team

About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice. The recent ISI 2026 inspection noted our deep commitment to pupils' well-being, our broad and balanced curriculum, the breadth of opportunities on offer, and the success gained by pupils both academically and in other spheres).

Read more on our website: www.surbitonhigh.com

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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.

United Learning
The best in everyone™

United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.