

April 2026

Dear Applicant,

Thank you for your interest in the post of **Administrative Assistant**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Teaching Staff Pay scale & Benefits Information
- Term dates 2026 / 27

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Should you require further information, the College's Policies on Child Protection and Safeguarding, Safer Recruitment, Equality, Diversity and Inclusion and Data Protection together with the privacy notice can be found on our website.

Completing and returning your application

Please complete the online application form, ensuring that each section is completed before proceeding to the next. The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification. All applications should be submitted via our online platform, *My New Term*. A link to the platform can be found on the Godalming College website www.godalming.ac.uk/Working_For_Us.

The closing date for receipt of applications is **Tuesday 5th May 2026 at 9am.**

Short-listing and interview arrangements

We will update your application status on My New Term after the shortlisting process has been completed. All applications are considered carefully and objectively against pre-determined criteria. Please contact the HR department if you would like to enquire about the progress of your application. **We plan to hold interviews on Thursday 14th May 2026 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".

"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 24th August for all staff.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack information on where to find information on College benefits.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

The Admin Team

The Administration and Reception team consists of a College Administration Coordinator and two part time Receptionist/Administrators, providing a professional and welcoming service to visitors, students, staff and parents at the College's main reception. The team manages enquiries by email, telephone and in person and supports the smooth running of the reception area.

The College Administration team provides College wide administrative and operational support, working closely with staff to assist with the organisation and delivery of a wide range of events and activities, including trips and visits, enrichment activities and cross college events. The team also includes responsibility for reprographics, providing an efficient and accurate printing service for students and staff, including the production of examination papers and other College materials. Additional duties include supporting +Enrichment courses, managing hard copy coursework submissions, and contributing to other operational processes as required.

The role of an Administrative Assistant

The post holder will be a key member of the College Administration team, assisting with main reception duties and providing administrative support across the College. Working closely with the College Administration Coordinator, the role supports a range of operational and administrative processes that contribute to the smooth running of College activities.

The Post holder will support with the organisation of College trips and visits, +Enrichment courses, and managing hard copy coursework submissions. The role also supports departments with communications to parents and students and contributes to other administrative and operational processes as required.

The position includes responsibility for reprographics, providing an efficient, accurate and responsive printing service for students and staff. This includes the production of examination papers and other printed materials, ordering paper and consumables, monitoring stock levels and maintaining accurate printing and usage records. The role also provides College wide support, working collaboratively with staff across teams to ensure administrative processes and events are delivered effectively.

The ability to work with others will be key as you will need to build relationships both within the team, across the College, visitors and with external service providers. Excellent communication skills, and an ability to produce clear emails and other written correspondence are essential.

The role requires excellent customer service skills and experience of working in Education would be desirable however training and support from colleagues will be provided to help the successful candidate flourish in their new role.

JOB DESCRIPTION

Job Title:	Administrative Assistant
Line Manager:	College Administration Coordinator

Summary of Job

The post holder will provide a wide range of administrative support, including responsibility for reprographic requests, reception duties, and assistance with cross-college activities and events. This is a varied role, requiring flexibility and strong organisational skills. The post holder will play a key role in delivering an organised, professional, and welcoming administrative service to staff, students, parents, and visitors.

Responsibilities

Administration

- Provide general administrative assistance to the College Administration Coordinator and the wider team.
- Support the College Administration Coordinator with the organisation, documentation and communications requirements for trips and visits.
- Assist with +Enrichment administration, including inbox management and communication with staff and students.
- Support with the handling and organization of hard-copy coursework submissions.
- Maintain accurate and up-to-date student and administrative records, ensuring compliance with college procedures and data protection requirement
- Provide minute taking support at meetings when required

Reprographics

- Monitor reprographics inbox and action printing requests to meet agreed deadlines and communicate progress to staff.
- Operate high volume photocopiers, printers, scanners and finishing equipment (stapling, laminating).
- Print exam papers, booklets, worksheets, posters, leaflets and other printed materials. and students.
- Troubleshoot minor faults, clear paper jams, and coordinate with IT Technicians or external engineers for complex issues.
- Maintain appropriate stock levels of paper, toner and other consumables, placing orders with suppliers when needed.
- Maintain accurate usage records to support internal cost allocation and data analysis.
- Replenish paper in printers in communal departments.

Reception

- Provide cover for the main reception and student reception as required.
- Welcome, greet and sign in visitors in accordance with safeguarding procedures.
- Respond professionally to telephone enquiries from parents or carers, outside agencies and the wider community on behalf of the College and direct enquiries to the appropriate person or department
- Maintain a professional, organised and welcoming reception environment

Cross College Administration

- To provide administrative support to assist with the delivery of Cross College events such as Arts Festival, Open Evenings, Course Advice Sessions, Enrolment, Induction, GCSE and A Level results days.
- To assist staff and students with routine enquiries

- To deal with telephone enquiries from parents or carers and any other outside agencies on behalf of the College and direct enquiries to the appropriate person or department

General

- To attend regular meetings within the department and contribute to the continuous improvement of the Admin Office.
- To undertake regular training and development relevant to the role.
- To carry out other tasks as may be reasonably required by the College Administration Coordinator or the Principal.
- To demonstrate an awareness and commitment to Safeguarding, Equality, Diversity and Inclusion, Health and Safety and Data Protection in line with College policies.

This is not an exhaustive list of duties, and the post holder will be expected to undertake additional responsibilities as reasonably required to meet the needs of the College, as directed by the College Administration Co-ordinator and Senior Leadership Team.

Reviewed *April 2026*
Review by *College Administration Coordinator & Assistant Principal of Communications*

PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT

The successful candidate will have the following essential qualifications, experiences, skills and values.

Qualifications

- A good general standard of education including minimum of English and Maths at grade C/4 at GCSE/O Level

Essential Experience and Skills

- Ability to demonstrate a methodical approach to tasks, understanding the importance of working systematically and following procedures
- Excellent customer service skills
- Attention to detail ensuring accuracy and consistency in data entry
- Experience of Microsoft applications, Word, Excel, Outlook and Teams
- Experience of working to deadlines
- Excellent interpersonal and communication skills
- Good written and verbal communication skills
- Effective time management skills to prioritise competing demands in a busy work environment
- Capacity to use initiative and to cope with the unexpected
- An affinity with 16-19-year-olds

Essential Personal Qualities

- Well organised and self-motivated
- Flexible and adaptable
- Be proactive and self-starting and able to manage their own time efficiently
- Friendly, approachable, compassionate in nature
- Empathy and willingness to help solve problems
- Understanding of Safeguarding and a commitment to create a safe environment
- Understanding of GDPR and importance of confidentiality
- Initiative and continuous desire to improve
- Willingness to engage in relevant training

Desirable

- Experience of working in an education setting
- Experience of working in reprographics

Reviewed *April 2026*

Review by *College Administration Coordinator & Assistant Principal of Communications*

Term Dates 2026-27

Autumn Term	2026	Half Term	Bank/Public Holidays
Start Date	Monday 24 th August	Monday 19 th to Friday 30 th October	Monday 31 st August Thursday 25 th December Friday 26 th December
End Date	Friday 18 th December		

Spring Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 4 th January	Monday 15 th to Friday 19 th February	Thursday 1 st January Friday 26 th March Monday 29 th March
End Date	Thursday 25 th March		

Summer Term	2027	Half Term	Bank/Public Holidays
Start Date	Monday 12 th April	Monday 31 st May to Friday 4 th June	Monday 3 rd May Monday 31 st May
End Date	Wednesday 14 th July		

2026/27 - Godalming College

Autumn Term	Monday 24 th August	-	Friday 18 th December	74 days
Spring Term	Monday 4 th January	-	Thursday 25 th March	54 days
Summer Term	Monday 12 th April	-	Wednesday 14 th July	62 days
				190 days

2026/27 - Surrey Schools for comparator

Autumn Term	Tuesday 1 st September	-	Friday 18 th December	69 days
Spring Term	Monday 4 th January	-	Thursday 25 th March	54 days
Summer Term	Monday 12 th April	-	Wednesday 28 th July	72 days
				195 days

Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

https://www.godalming.ac.uk/Staff_Benefits_Guide_2025-026.pdf

Support Staff PayScale – September 2025 (additional area allowance on all points of £1341 per year)

<i>GC Grade</i>	<i>NJC Point</i>		<i>GC Grade</i>	<i>NJC Point</i>		<i>GC Grade</i>	<i>NJC Point</i>	
SS1	3	24759	SSM1	24	42081	SSD1	37	57263
SFC5	5	25159		25	43143		38	58537
SS2	6	25558		26	44203		39	59810
	7	25951		27	45267	SSD2	40	61117
SS3	8	26343	SSM2	28	46326		41	62453
	9	26818		29	47497		42	63817
	10	27733		30	48665	SSD3	43	65212
SS4	11	28634		31	49831		44	66636
	12	29544	SFC32	32	50999		45	68094
	13	30444	SSM3	33	52275	SSD4	46	69582
SS5	14	31324		34	53440		47	71102
	15	32199		35	54711	SSD5	48	72659
	16	33232		36	55985		49	74247
	17	34253					50	75871
SS6	17	34253						
	18	35395						
	19	36564						
SS7	20	37734						
	21	38897						
SS8	22	39957						
SFC23	23	41019						

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 8 = £26,343 + £1,341 = £27,684

36.42 hours per week x 39 weeks per year = 1420

1420 x £27,684 divided by 1659 = £23,695.76 pa = £1,974.64 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42

Example: point 8 = £27,684 / 365 x 7 / 36.42 = £14.58