



Simon Langton Girls' Grammar School

Administration Officer Part-time

January 2026



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to an online search check, in line with 'Keeping Children Safe in Education' recommendations. This is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.

We are seeking to appoint an organised and pro-active part-time Administration Officer to provide key support to our sixth form team. This is an excellent opportunity for someone with a positive “can-do” attitude, who thrives in a busy, fast-paced environment and enjoys working with young people and colleagues alike.

At Simon Langton Girls’ Grammar School, we take great pride in our vibrant, inclusive community. We are a friendly and innovative school, committed to providing a safe, supportive and caring environment, where every student can achieve outstanding outcomes. We are looking for someone who shares these values and is keen to play an important role in supporting our school community.

The successful candidate will join our front office team, providing high-quality administrative support in a lively and demanding setting. You will need to be calm, well organised and confident in prioritising tasks, with the ability to work independently while also contributing positively to a team. As a first point of contact for many, you will be a welcoming, professional and approachable presence within the school.

Your main responsibilities will include:

- Supporting the sixth form team, including managing sixth form attendance
- Providing efficient and accurate administrative support
- Working collaboratively with colleagues in the front office to support day-to-day operations

Excellent communication skills and a genuine enjoyment of teamwork are essential.

The post is for 25 hours per week, worked over 5 days, with a suggested working pattern of 9.15 am to 2.45 pm (including a 30 minute unpaid lunch break). You will be required to work 39 weeks per year, which is currently term time plus 25 hours during the summer holidays, including working GCSE results day.

The salary will be paid at KCC Kent Scheme C, starting at £14,873 p.a. (pro rata to FTE £25,252 to £26,262)



Job Information



Job Specification

Job Title: Administration Officer

Job Purpose: To provide administration support to the sixth form and to provide general administration support as and when required.

Responsible to: AHT (responsible for sixth form)

Salary: KCC Kent Scheme C

Hours of Work: 25 hours per week – 39 weeks per year, which is currently term time, plus 25 hours in school summer holidays, including working GCSE results day

Specific Accountabilities:

- Provide administration support to the assistant headteacher (AHT) sixth form, including detention administration and taking minutes at sixth form briefing meetings
- To manage sixth form attendance, liaising with the AHT responsible for sixth form
- To administrate sixth form admissions including induction days and entry into sixth form
- Provide administration support including preparation of documentation and taking minutes of meetings
- To assist in student registration and produce fire registers in the absence of the attendance officer
- To prepare and send parent letters, emails and information as required
- To support the careers advisor with UCAS applications
- Provide cover for reception on a rota basis
- Undertake a variety of shared general school administrative jobs, including data entry, photocopying, filing, post distribution, reception cover and perform other duties

General Accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the headteacher





Person Specification

- A good level of English and maths, GCSE (or equivalent) C/4 or above
- Calm under pressure
- Familiar with normal office routines
- Good IT and keyboard skills
- A knowledge of Bromcom (desirable)
- Able to communicate effectively with a range of people
- Positive, friendly and upbeat personality
- Excellent interpersonal skills
- Sensitive to matters of confidentiality
- The ability to be proactive and flexible
- Ability to work as part of a team
- Well organised and practical
- Able to form and maintain appropriate professional relationships and boundaries with students and parents
- Able to deal with sensitive information in a confidential manner
- Have a caring and positive nature
- Able to show empathy when dealing with sensitive information
- Prompt and reliable

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Wednesday 11th February 2026
- Interview date: w/b Monday 2nd March 2026
- Start date: Monday 20th April 2026
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

We reserve the right to interview and appoint suitable candidates prior to the published closing date.





Working at our school

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Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment