

JOB TITLE: **DIRECTOR OF ADMINISTRATIVE SERVICES**

REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

“Happy Kids Great Results” Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but

can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded at 9-7 in 2024. A Level results are equally impressive, with over 97% of entries graded A* to B. 95% of our A Level students went on to Oxbridge, Russell Group, and other top universities and medical schools. RGS has been included in the Tatler School Guide 2025 as one of the top schools in the UK and ranked in the Sunday Times Parent Power league tables as the best co-ed day school in the Southeast. In 2024, we won a Private Education Award for Most Nurturing School and are a finalist for Independent School of the Year for Contribution to Social Mobility, as well as a finalist in Muddy's Best School Awards for Best Learning Support and shortlisted for a Talk Education award for Innovation in Education.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019 and most recently awarded an OBE by Her Majesty the Queen for Services to Education.





JOB DESCRIPTION

JOB PURPOSE

The Head of Administrative Services will oversee all aspects of the school's administrative functions, ensuring that they operate with excellence and are seamlessly integrated to fulfil the organisational and communication needs of the school. This key leadership role will enable the continuous improvement of administrative systems, processes and personnel, ensuring that the school's operational needs are met efficiently and in alignment with its strategic goals.

For the right person, this role could evolve into a more senior and strategic role.

KEY RESPONSIBILITIES

1. Operational Leadership and Management

- Oversee the school's administrative functions, taking responsibility for delivery and ensuring all aspects are completed on time and to a high standard.
- Lead and manage the school office and school administrative functions, ensuring all aspects of administrative work are integrated, effective and efficient.
- Work closely with key stakeholders, including senior leadership, teaching and support staff, parents and pupils to ensure effective communication and collaboration.
- Ensure administrative services are aligned with the academic and pastoral goals of the school, supporting teaching, learning and student wellbeing.
- Provide support for school events, ensuring logistical arrangements are efficiently handled and positively reflect the school's values. This will require some flexibility in hours worked, by arrangement, as some events are of an evening or, very occasionally, at a weekend.
- Ensure the proof reading and / or delivery of a full range of publications and papers that will evolve over time and might include, for example, bulletins, calendars, website updates, programmes, leaflets, booklets – such as for annual or special events and departments, phone list, scholarship updates, careers papers, options booklets, curriculum booklets, policies, parental handbook and other similar publications to this list – both hard copy and for e-publishing.
- The areas of responsibility, leadership and management may increase, change and evolve over time.

2. Team Leadership and Development

- Foster a positive working environment that promotes collaboration, innovation and accountability within administrative teams.
- Lead performance development through coaching for administrative staff, ensuring that they are empowered to improve and grow in their roles as part of a culture of excellence.
- Use data and stakeholder feedback to identify areas for development and lead action planning to enhance administrative functions.
- Ensure that all team members continue to learn and develop their skills and competences, especially regarding new technologies and new processes, through training – both in-house and from external sources.

3. Collaboration Across School and Group

- Work in close collaboration with other departments and school leaders to ensure that administrative services are fully integrated with academic, pastoral and co-curricular activities.
- Act as a key liaison with group-level stakeholders ensuring that school-specific needs align with wider group goals and best practices.

4. Technology and Process Innovation

- Champion the use of new technology and IT systems to improve administrative efficiency and effectiveness, leading projects to digitise, streamline and automate routine tasks.
- Ensure that the school stays at the forefront of administrative best practices, continuously seeking ways to enhance operational processes through technological advancements.
- Lead integration of school management software systems (such as Office 365 and iSAMS) for more efficient information storage, sharing, reporting and decision-making.



5. Compliance and Risk Management

- Ensure that all administrative functions comply with relevant legal and regulatory standards, including safeguarding, GDPR, health and safety and financial regulations.
- Proactively manage administrative risk, identifying potential issues and implementing measures to mitigate them before they impact school operations.
- Develop and maintain robust policies and procedures that ensure the effective running of administrative functions and compliance with statutory requirements.

6. Budget and Resource Management

- Take responsibility for managing budgets and ordering related to administrative services, including gathering school stationery requirements, ensuring resources are used efficiently and within financial constraints.
- Oversee procurement processes and vendor relationships, ensuring best value for money and high-quality services for the school.

7. Senior Leadership

- Working with senior leaders across the educational and support staff functions of the school to, for the right candidate, take on increasing responsibility and leadership.

8. Other Duties

- Act as a member of the school's support staff leadership team, contributing to strategic planning and decision-making.
- Support the Headmaster, Bursar and Senior Leadership Team in delivering key school-wide projects and initiatives as required. Over time this may grow to include managing other administrative areas of the school.
- Participate fully in the life of the school, including involvement in co-curricular activities and attending key school events.

The roles above are subject to review and are likely to grow and evolve over time. This post will suit someone with the necessary flexibility and approach to embrace change and growth in the role.

SKILLS AND COMPETENCIES:

Leadership and People Management

- Outstanding interpersonal and communication skills to inspire and motivate staff to perform at their best.
- Demonstrable experience in managing change and driving continuous improvement initiatives.

Technological Expertise

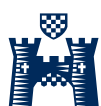
- Expert in the use of IT software for school administration, including timetabling, communications and other operational functions.
- Ability to leverage new technologies and automation tools to enhance the effectiveness and efficiency of administrative processes.
- Familiarity with data protection regulations (GDPR) and safeguarding practices within the school environment.

Operational Efficiency

- Strong organisational, problem solving and project management skills, with the ability to prioritise and delegate effectively, managing multiple tasks and priorities simultaneously.
- Experience in process improvement, including streamlining operations to maximise efficiency while maintaining high service standards.

Communication and Interpersonal Skills

- Excellent written and verbal communication skills, with the ability to present complex information clearly and effectively to a wide range of audiences.
- Experience in managing sensitive issues and confidential information with discretion and diplomacy.





PERSONAL ATTRIBUTES

Resilience and Adaptability

- A proactive, solutions-focused mindset with the ability to manage competing priorities and work under pressure.
- Commitment to professional development and a growth mindset, demonstrating the capacity to learn, adapt and grow within the role.
- Commitment to helping the role evolve, sometimes significantly, over time and as needed, to fulfil the needs of the school.

Attention to Detail

- Highly organised with exceptional attention to detail, ensuring accuracy in all aspects of administrative work.

Commitment to the School's Ethos and Values

- A deep understanding and commitment to the values and ethos of a senior independent school, including a commitment to safeguarding, diversity and inclusion.
- Willingness to participate fully in the life of the school community and contribute to its continued success.

REIGATIANS:
**A CARING COMMUNITY
WHERE CHILDREN CAN
BE THEIR BEST AND DO
THEIR BEST**

QUALIFICATIONS AND EXPERIENCE

Essential

Experience with emerging technologies and digital transformation in administration, either in an educational or other context, to improve efficiency and service delivery.

Proven experience in a leadership or management role within a complex organisation, ideally within the education sector.

Advanced proficiency in IT software, including Office 365 solutions and Microsoft Office Suite (Word, Excel, PowerPoint).

Desirable

A relevant degree or equivalent professional qualification in Business Administration, Educational Management, or a related field.

Advanced proficiency in school management systems (e.g., iSAMS, SIMS).

There is an expectation that all RGS staff members provide a modest contribution to the extra curricular programme, cover system or student supervision system through a club or activity, regular duty, supervision on trips or other activities and/or contribution to the invigilation and other areas of school life. This will evolve over time.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be competitive and commensurate with qualifications and experience.
- This is a full-time role working an average of 40 hours per week during term time. Working hours can be more flexible during the school holidays by arrangement.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a **Suitability to work with children: self-declaration form**. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating

and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Support Staff Application Form and Supplementary Form** (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Tuesday 21 January 2025, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | [reigategrammar.org](https://www.reigategrammar.org)



SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

DIRECTIONS:

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

RGS postcode RH2 0QS
RSM postcode RH2 7RN

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25 close to the A217

Postcode KT20 5QZ

By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

WHAT3WORDS

Main Reception: cabin.fire.brave

