



Admin Officer

Information Pack

April 2026





Foley Road
Claygate
Surrey KT10 0NB
t: 01372 465348
e: office@claygate.surrey.sch.uk

April 2026

Dear Applicant,

Thank you for your interest in the post of **Admin Officer**.

At Claygate Primary School, we have a vacancy for a full time Administrative Officer to join our friendly admin team, providing an efficient point of contact within our reception. The hours are 35 per week, ideally working Monday to Friday 8.30am - 4pm. You will be working 40 weeks per year, term time including 1 week during holidays.

You'll be responsible for organising our Nursery Administration, attendance, and providing PA support to our SENCO. You will also be helping to answer calls and dealing with face-to-face enquiries as part of the admin team, signing in visitors and ensuring all visitors are appropriately monitored, providing first aid to pupils, as well as providing general clerical and administrative support and maintaining school records.

Claygate Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS will be required. Please note that only applications using the Surrey County Council form will be accepted.

In this pack you will find:

- General information about the school
- Job Profile
- Person Specification

We would be delighted to show you around our school. Please contact the school office on 01372 465348 to book a tour. Please visit the school website at www.claygate.surrey.sch.uk.

The closing date for applications is 9am on Monday 27th April 2026. Interviews will take place Wednesday 29th April 2026. If you have not heard from us by 30th April, please assume that on this occasion you have been unsuccessful in your application. **We reserve the right to close the application process early if we receive applications from enough suitable candidates before the deadline so would encourage you to apply early.**

I look forward to hearing from you and reading your application. Thank you once again for the interest you have shown in our school.

We hope this information pack tells you everything you need to know, but if you have any questions, please do not hesitate to contact me or Ros Clark, School Business Manager (ros.clark@claygate.surrey.sch.uk).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Sandra Cunningham', enclosed in a thin yellow rectangular border.

Mrs S.Cunningham
Headteacher

About Claygate Primary School

Claygate is popular two-form entry primary school in the NE of Surrey. We currently have over 380 pupils on roll in 14 classes (two form entry). Our community school is located on a lovely green site in the centre of Claygate village.

We believe strongly in developing the whole child, and therefore place great emphasis on children's physical, creative, emotional and social development, as well as their academic progress.

Our curriculum is broad, balanced, creative, and developing. Our themed approach, based on the principle of 'contexts for learning', promotes active and stimulating learning which aims to inspire children and staff.

We have twice been awarded Artsmark Gold in recognition of our high quality provision in music, art, dance and drama; we received the Activemark award for PE three times; and we are also a Healthy School.

Nursery

Our new Ofsted graded 'Outstanding' Nursery operates during term time and provides wrap around care between the hours of 7.30am and 6pm Monday to Friday.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

Community Swimming Pool

Overseen by a voluntary committee, our newly refurbished swimming pool is open to the community 7 days per week, providing facilities for use by the local community as well as our pupils. This on-site building has its own private entry route within the school grounds.

About the post

The Office team work together to ensure the efficient running of the school office. The office is the first point of contact for many of our visitors and parents and carers.

What we can offer you

The children . . . are well-behaved, enthusiastic, and they love being here. You will find working with them tremendously rewarding.

The staff . . . are also well-behaved, enthusiastic, and love being here (most of the time!) They are also supportive to new and existing colleagues and you will benefit from their experience and expertise.

The environment . . . is one that you will find hard to beat, with a large field and playground space, pond and wildlife area, mini woodies, allotment, heated indoor swimming pool, and excellent curriculum resources. We also have an active and supportive body of parents and a committed and informed Governing Body.

Please telephone Ros Clark SBM at the school (01372 465348) if you have any questions about this role.

Closing date: 9am Monday 27th April 2026

Interviews: Wednesday 29th April 2026

Start date: as soon as possible

Job description

Job Title: Admin Officer

Hours: 35 hours per week Term time including INSET days and 5 days during holiday periods 40 weeks

Pay Scale: Surrey Pay 5 (£27,634- £29,604 FTE, pro-rata) **Actual starting salary £23,705.64**

Responsible to: SBM, Headteacher

Contract: Term Time and Permanent

Job Purpose:

To provide high-quality administrative and organisational support to the Special Educational Needs Coordinator (SENCO), ensuring the effective delivery of SEND provision. Provide support to the Attendance Lead, helping to promote excellent attendance and punctuality across the school and ensure compliance with statutory requirements.

General day to day administrative support as part of the Office team including Reception cover, providing a friendly welcome to all visitors and deal with any enquiries, in person, phone or email, in a professional and efficient manner. Provide First Aid and support to students.

Main duties of post

- Provide confidential administrative support to the SENCO, including managing correspondence, scheduling meetings, and maintaining accurate records.
- Maintain and update SEND pupil files, provision maps, and relevant databases in line with school policies and statutory requirements.
- Assist with the preparation of documentation for Education, Health and Care Plans (EHCPs), annual reviews, and external agency meetings.
- Support the tracking and monitoring of pupil progress and interventions
- Support the preparation of attendance reports, letters, and documentation for meetings with parents/carers.
- Assist in organising attendance meetings, take minutes where required, and track agreed action points.
- Liaise with parents/carers, staff and external professionals in a professional and sensitive manner
- Support referrals to external agencies where appropriate and maintain accurate records of communication.
- Ensure all data is handled confidentially and in line with safeguarding and data protection policies
- Coordinate meetings, take minutes, and follow up on action points as required.
- Undertake any other appropriate tasks as directed by SLT and SBM
- Be aware of how to manage school emergency procedures within school
- Respect the confidentiality of all matters relating to pupils, staff and Governors
- Perform other administrative tasks deemed appropriate for the grade
- Support unwell pupils, administering and documenting first aid and medication as required, assisting with pupil welfare including liaising with parents/carers/staff to ensure relevant information is passed on
- Attend training and staff meetings as required
- To undertake such additional duties as appropriate to the level of the post as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications and training		
Minimum of 3 GCSEs (or equivalent) including in English and Maths, or (in the absence of a qualification) evidence of an excellent standard in both areas	✓	
Ability to work with others to provide excellent customer service	✓	
Ability to handle sensitive information with discretion and professionalism	✓	
Competent in a range of IT tools e.g. Microsoft office and school management systems	✓	
Strong organisational skills, both written and verbal with attention to detail	✓	
Flexibility and adaptability whilst working towards competing deadlines	✓	
The ability to act as a representative of CPS to parents, children and other stakeholders. Promoting the school, its values and ethos effectively.	✓	
Ability to accurately record routine data	✓	
Ability to work through set tasks carefully, accurately and in a timely manner	✓	
An understanding of SEND processes and terminology		✓
Understanding of school attendance procedures and statutory guidance		✓
Previous experience of working in an education environment		✓
First Aid qualification		✓
Understanding of importance of Health & Safety and Safeguarding procedures	✓	

Candidates are asked to demonstrate their ability to meet these selection criteria in their application form, their supporting document and at the selection interview.

The closing date for applications is **9am 27th April 2026**. We reserve the right to interview and appoint if we receive enough suitable candidates before the closing date.

Application forms may be posted to the school, for the attention of Ros Clark (School Business Manager), submitted in person or emailed to ros.clark@claygate.surrey.sch.uk.



Foley Road
Claygate
Surrey KT10 0NB
t: 01372 465348

e: office@claygate.surrey.sch.uk