



Sutton Coldfield Grammar School for Girls

Application Pack for Senior Administrator and Office Manager

Start date: **April 2026**

Closing date for applications: **9.30 am on Thursday 26 February 2026**

Interviews to be held: **Tuesday 3rd March 2026**

Permanent Post, 37.5 hours per week,
8am to 4pm, Monday to Friday
Term time only (plus 3 days during GCSE results week)

Full-time equivalent salary range: £35,412 - £40,777

Actual salary range: £32,432 - £38,205

(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

Tel: 0121 354 1479 | email: recruitment@suttcold.bham.sch.uk

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Dear colleague,

We are seeking an experienced and highly organised Senior Administrator & Office Manager to provide exceptional operational and administrative support to the Senior Leadership Team (SLT). The post plays a pivotal role in supporting the effective leadership of the school, allowing the SLT to lead with confidence and remain focused on raising standards, promoting wellbeing, and delivering an exceptional educational experience. The successful applicant will manage complex communications and workflows with precision and foresight, anticipate needs and resolve issues before they escalate. The role requires exceptional judgement and discretion when handling confidential and sensitive matters, safeguarding trust and maintaining the integrity of leadership processes.

In addition to supporting the Senior Leadership Team, the Senior Administrator & Office Manager will have responsibility for the day-to-day line management of the main school office team and oversight of a busy front office that delivers reception, first aid and a range of administrative services, including reprographics and examinations. The successful applicant will play a vital part in ensuring the school office operates efficiently, and consistently provides a calm, welcoming and professional environment for students, staff and visitors. The role is term-only plus Wednesday to Friday of GCSE result week in August.

Ranked as one of the top 50 best state secondary school nationally by the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. We provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing.

Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses; we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. These are exciting times for the school; we have fantastic results, and we continue to reflect on ways we can improve and support students to make further progress and realise their ambitions.

	GCSE Grades 9/8	GCSE Grades 9/7	Progress 8	A-Level Grades A*/ A	A-Level Grades A*/ B
August 2025	65%	83%	N/A	53%	77%
August 2024	66%	86%	1.05	51%	73%

We are embedding a culture of development across the whole staff. There is a wide variety of CPD that colleagues can opt into and growth mindset strategies and character development are central to our day-to-day activities as we continue to enhance our practices whilst maintaining staff and student well-being.

Please visit our [website](#) to find out more about life in our Sixth Form and discover the opportunities we offer. This link to [our Autumn 2 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls; we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Job Description - Senior Administrator and Office Manager

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: The Headteacher

Job Purpose

- Provide outstanding operational and administrative support to the Senior Leadership Team (SLT), handling confidential and sensitive matters with professionalism, discretion, and efficiency.
- Manage the main school office, ensuring the smooth, effective day-to-day running of administrative systems, communication, and staff deployment, while providing strong leadership and line management to the office team.

Main Duties and Responsibilities:

Support to the Senior Leadership Team

- Provide high-level, confidential administrative support to the Senior Leadership Team, including minute-taking for middle leaders' meetings, union representative meetings, and confidential notetaking as required.
- Prepare and collate documentation and paperwork in advance of Governing Board and Committee meetings.
- Coordinate SLT meetings, including maintaining planners, preparing agendas, circulating papers, and recording actions.
- Coordinate and provide administrative support for the review, update, and maintenance of school policies.
- Proofread and format official school communications, including letters, recruitment packs, newsletters, and policies.
- Oversee the accuracy of the school website, ensuring content is up to date. Liaise accordingly with relevant staff to request updates for sections under their responsibility.
- Book meeting rooms, venues, and facilities for internal and external events.
- Prepare PowerPoint presentations and support the organisation of staff meetings and visits from external speakers.
- Provide administrative support for school trips, including transferring and managing information onto the school's trip management system, Evolve.
- Coordinate careers administration, including organising careers interviews.
- Plan and coordinate duty rotas, room changes, and rooming for extra-curricular provision, and record on the school MIS system as appropriate.
- Support the administration of the School's National College training provision, including monitoring staff completion and compliance.
- Provide administrative support for school fundraising events, liaising with relevant staff and external stakeholders as required.
- Maintain the highest standards of confidentiality and data protection.

Office Management and Leadership

- Oversee the day-to-day operation of the main school office, ensuring administrative processes run efficiently, deadlines are met, and all enquiries are handled in a welcoming, professional and efficient manner.
- Provide direct line management to the office team, including setting objectives, conducting appraisals, supporting training needs, and promoting continuous professional development to deliver an efficient service to students, staff and visitors.
- Review and improve office systems and processes to maximise efficiency and effectiveness.
- Ensure that up-to-date letters of assurance and compliance documentation are held for all visiting agencies and contractors, liaising with the HR team to follow up where necessary.
- Manage day-to-day incidents and operational issues, ensuring parents are contacted appropriately and relevant staff are informed and involved.

Job Description - Senior Administrator and Office Manager

- Oversee and facilitate effective communication with parents via telephone, text, and email, ensuring consistency and professionalism.
- Oversee the monitoring of the school's enquiry email address, directing communications to relevant members of staff as necessary.
- Work alongside the Data and Exams Manager to support clear, timely communication on examinations and reporting processes.

Cover and Staffing Support

- Support the Deputy Headteacher and Cover Officer with the organisation of cover for absent teaching staff.
- Assist with assigning cover supervisors, internal staff, and supply teachers as required, ensuring minimal disruption to learning.

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

	Essential Criteria	Desirable Criteria
Qualifications & CPD	<ul style="list-style-type: none"> • A good standard of general education, ideally qualified to at least A level standard (or equivalent). • Evidence of continued professional development relevant to administration or office management. 	<ul style="list-style-type: none"> • Educated to degree level • Qualification in business administration, office management, or leadership/management. • Training in data protection, safeguarding, or GDPR.
Experience	<ul style="list-style-type: none"> • An office management role or providing high-level administrative support to senior leaders or managers. • Managing confidential and sensitive information. • Leading or line-managing staff. • Working in a fast-paced, customer-facing environment. • Managing competing priorities and working to deadlines. 	<ul style="list-style-type: none"> • Working in a school or educational setting. • Supporting governance or leadership meetings. • Managing or contributing to staff cover arrangements.
Personal Qualities & Skills	<ul style="list-style-type: none"> • High work rate with excellent administrative efficiency and attention to detail. • Ability to lead, motivate and support an administrative team. • Confidence to manage day-to-day operational issues calmly and effectively. • High level of integrity and discretion when dealing with confidential matters. • Resilient and able to remain effective under pressure. • Flexible and adaptable to changing priorities. • Positive and solution focussed. • Proactive, with the initiative to identify and implement improvements. • Strong commitment to teamwork and collaboration. • Ability to review, develop and improve systems and procedures. • Commitment to the school's vision, values, and ethos. 	<ul style="list-style-type: none"> • Experience of managing a team.

Person Specification

	Essential Criteria	Desirable Criteria
Knowledge and Skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills, with the ability to communicate professionally with students, parents, staff, governors and external agencies. Strong organisational and time-management skills. Excellent attention to detail, able to proofread and format professional documents. IT competent, particularly in Microsoft Office Software (Word, Excel, Outlook, PowerPoint), Microsoft Teams and shared document systems. Strong problem-solving skills and the ability to make sound judgements. Thorough understanding of confidentiality, data protection, and information security. 	<ul style="list-style-type: none"> Experience of using Management Information Systems (MIS). Experience of using Evolve or similar educational trip management systems. Knowledge of safeguarding procedures in a school environment. Understanding of safeguarding compliance requirements for contractors and visiting agencies.
Other Requirements	<ul style="list-style-type: none"> Willingness to undertake additional duties reasonably required to support the effective running of the school. Commitment to safeguarding and promoting the welfare of children and young people. Willingness to undertake training as required. 	

Sutton Coldfield Grammar School for Girls is committed to a policy of equality and aims to ensure that no employee, job applicant, student or other member of the school community is treated less favourably on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We recognise that all individuals are different and have different needs

What you can expect as a member of Support Staff at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a member of support staff you can expect:

- The opportunity to:
 - Join the Local Government Pension Scheme
 - Sign up to our Cycle to Work Scheme
 - Join the BHS Healthcare Plan
- Enhanced annual leave and concessionary days to all support staff (paid for term time only staff) as follows:
 - 26 days: Up to 5 years' service
 - 29 days: up to 10 years' service
 - 31 days: over 10 years' service
- In addition to Public Holidays, we also offer 4 concessionary days.
- On site car parking
- Individualised induction programme including the initial support of a Buddy
- Access to the National College providing on-demand CPD, workload-reducing tools, and a central system for tracking and evidencing professional learning
- Commitment to [**staff wellbeing and mental health awareness**](#)
- Access to flexible and family friendly policies and working practices
- Termly Staff Nominations – the chance for staff to pass on thanks and positivity
- Complimentary staff room drinks throughout the day
- Supportive colleagues
- Engaged and enthusiastic students

As a member of the support staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures
- Observe a smart, business-like code of dress
- Follow the school rules and codes of practice, including the staff code of conduct
- Ensure that students observe the rules and codes of practice
- Ensure your public attitude and behaviour gives positive messages to those around you
- Provide effective support for your colleagues
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness of work teams
- Be aware of the aims of the school and the areas being developed in the current School Development Plan
- Reflect on and develop your own practice.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

In order to apply for this post, please complete the Application Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post.
2. Outline the experiences that you believe have prepared you for this post.
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. You are welcome to telephone or e-mail the school to ask for clarification on any matters regarding this vacancy. Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and for the attention of Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Thursday 26th February 2026.

Interviews will be held on Tuesday 3rd March 2026

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

Deputy DSL/SPOC: **Mrs Samantha Hart**
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards

Headteacher: **Dr Barbara Minards**

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns. The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

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