



**ACTIVITIES
ADMINISTRATOR
CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**

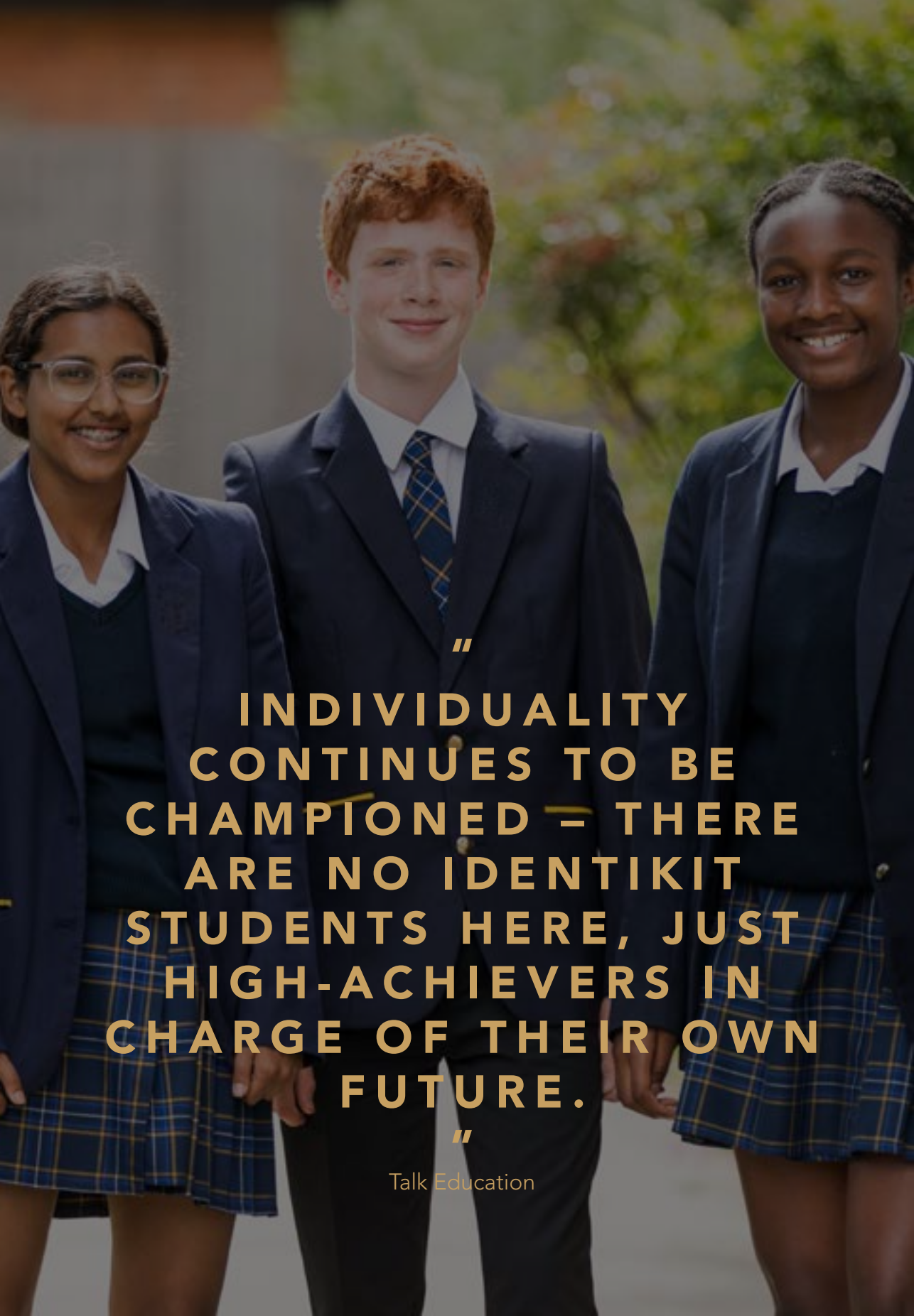
A young boy and girl in school uniforms are walking on a paved path outdoors. The boy is on the left, wearing a dark blue suit jacket, a white shirt, a blue and white patterned tie, and dark trousers. He has a backpack on. The girl is on the right, wearing a dark blue blazer, a white collared shirt, a dark blue sweater, and a blue and white plaid skirt. She is also wearing glasses and has a backpack on. They are both smiling and looking at each other. The background shows a brick building with a blue door, green bushes, and trees.

WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

It is our pleasure to introduce you to our wonderful school; a lively and welcoming community where every student is supported to achieve great things, and where curiosity, ambition and generosity thrive. At Sir William Perkins's School, students are at our heart. We expect the best from them, and in return they can expect the best from us. We provide teaching of the highest quality, where each individual is stretched and challenged and given the tailored support and attention required. We are a warm and friendly school: we know our students, their talents, hopes and aspirations, and we work with them to develop confidence, leadership skills and an ability to collaborate with others. With access to a diverse co-curricular programme, students are accomplished all-rounders with university statements studded with personal achievements and successes. Our students leave us in Year 13 with determination and clearly defined ambition, ready to make their mark on the world.

Sir William Perkins's School is a high-performing independent school for approximately 600 students aged 11 – 18 years. In September 2026, boys will be joining the school in years 7 and 12, with a phased move to co-education by 2030. The Head is a member of both HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.



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**INDIVIDUALITY
CONTINUES TO BE
CHAMPIONED – THERE
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HIGH-ACHIEVERS IN
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FUTURE.**
”

Talk Education

OUR VISION

Our vision reflects our shared sense of purpose, aiming to create an environment that supports each person's success whilst recognising the importance of working together to build a strong, purposeful community and a sense of belonging.

OUR MISSION

To champion the individual and build confidence, integrity, and excellence. Our holistic education promotes innovation and creativity both inside and outside the classroom. Our values of curiosity, ambition and generosity enable our students to go beyond academic success, leaving the school as conscientious, world-ready individuals.

OUR VALUES

We seek to nurture in every student the values of curiosity, ambition and generosity. Curiosity about our world and our future. Ambition for ourselves and for others. Generous with our thoughts, our gifts and our time. We seek to build confidence, integrity, and excellence in a caring, innovative, and happy community, so that each pupil leaves having been given the best possible chance of achieving their full potential, taking with them sound values, breadth of skills and knowledge, and ready to take on the world.

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2024 notes that "Pupils demonstrate excellent social awareness and they grow up to be poised, confident, and articulate." Our latest Good Schools Guide Report, conducted in March 2025 describes the school as "Big enough to thrive, small enough to care, SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk





ACTIVITIES ADMINISTRATOR

ACCOUNTABLE TO SENIOR DEPUTY HEAD

PART-TIME, PERMANENT

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

JOB PROFILE

To provide high quality administrative support for the Duke of Edinburgh's Award (DofE) programme, and wider co-curricular provision. The role ensures the smooth organisation of sporting activities, DofE delivery, trips, and enrichment programmes, supporting staff, students and parents.

ACCOUNTABILITIES AND RESPONSIBILITIES

Duke of Edinburgh (DofE) Administration

Administer the DofE programme using DofE (set up participants, monitor progress, manage communications).

Manage attendance registers, track engagement, and follow up absences.

Coordinate expedition preparation, including kit lists, group allocation and documentation.

Organise certificates, badges and DofE presentations.

Assist with equipment management, route planning (e.g. OS Maps) and logistics.

Check documentation assessments, staffing ratios, parental consent and finance details.

Coordinate parental communications, consent forms and trip information.

Assist with residential trips and ensure compliance with school policies and procedures.

Sports Co-Curricular Programme Support

Support the planning and delivery of after-school PE clubs and co-curricular activities.

Maintain activity registers, waiting lists and student participation records.

Assist with events, performances, competitions and enrichment programmes across departments.

Provide compliance administrative support to the Sport department and Duke of Edinburgh Award Scheme Manager within the co-curricular provision.

Provide occasional support for weekend and evening events.

General Administrative Duties

Respond to enquiries from parents, staff and students.

Maintain accurate records and data systems.

Liaise with finance, transport providers and external partners.

Support departmental communication and calendar management.

Undertake any additional duties required to support the smooth running of the school.

Safeguarding, Compliance and Safer Recruitment

Manage and maintain compliance records for all volunteers, visiting staff, coaches and external contractors.

Ensure all individuals engaged in PE, DofE and co-curricular activities meet safer recruitment requirements, including DBS checks, references, right-to-work

documentation and safeguarding training.

Liaise with HR to verify that all required pre-engagement checks are completed and recorded in line with school policies and statutory guidance.

Ensure contractors and external providers have appropriate safeguarding documentation, insurance and risk assessments in place prior to engagement.

Support departments in adhering to safeguarding and safer recruitment procedures for all activities, trips and events.

SKILLS, EXPERIENCE & QUALIFICATIONS

Qualifications and Experience

Essential:

Good standard of education, including GCSEs (or equivalent) in English and Mathematics.

Proven administrative experience, ideally in a busy environment.

Excellent organisational and time management skills, with the ability to manage multiple priorities and deadlines.

Strong written and verbal communication skills, with the ability to work effectively with staff, students, parents and external providers.

High level of attention to detail and accuracy, particularly when maintaining records and managing compliance processes.

Strong IT skills, including Microsoft 365 (Word, Excel, Outlook, Teams) and the ability to use or quickly learn systems.

Ability to work independently using initiative, as well as collaboratively as part

of a team.

Ability to maintain confidentiality and handle sensitive information appropriately.

Experience of coordinating logistics (e.g. events, trips, fixtures or programmes).
Experience of working with data and maintaining accurate records.

Understanding of safeguarding, child protection and safer recruitment requirements.

Desirable:

Experience of supporting or managing compliance processes (e.g. DBS checks, contractor/volunteer records, risk assessments, or similar).

Awareness of health and safety requirements, including risk assessments for school activities and trips.

Experience working in a school or educational setting.

Experience of working with volunteers, external providers or contractors.

Knowledge or experience of the Duke of Edinburgh's Award scheme.

Understanding of co-curricular provision within schools.





ACTIVITIES ADMINISTRATOR PERSON SPECIFICATION

PERSONAL ATTRIBUTES

Professional, approachable and able to build positive working relationships with students, staff, parents and external partners.

Highly organised and reliable, with a strong sense of accountability and follow through.

Proactive and adaptable, with a flexible approach to a varied and fast-paced role.

Discreet and trustworthy, with the ability to handle sensitive information with confidentiality.

Committed to safeguarding and promoting the welfare of children and young people.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.

COMMITMENT TO SAFEGUARDING

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate.

Fee remission.

Membership of group personal pension scheme with life assurance cover for nonteaching staff.

Learning and development opportunities.
Outstanding subject facilities.

Access to Employee Assistance Programme (EAP).

Free lunch during term time, when working hours permit.

Limited free car parking on site.

Enhanced sickness and family friendly policies.

On site Fitness sessions for a small fee.

Strong tradition of on-going financial investment and development.

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all.

Staff Social Committee.

Warm and engaging working environment and an excellent staff room.

Access to a staff discount platform.



JOIN US



APPLICATION

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S
SCHOOL

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