



**PASTORAL
ADMINISTRATOR
CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**

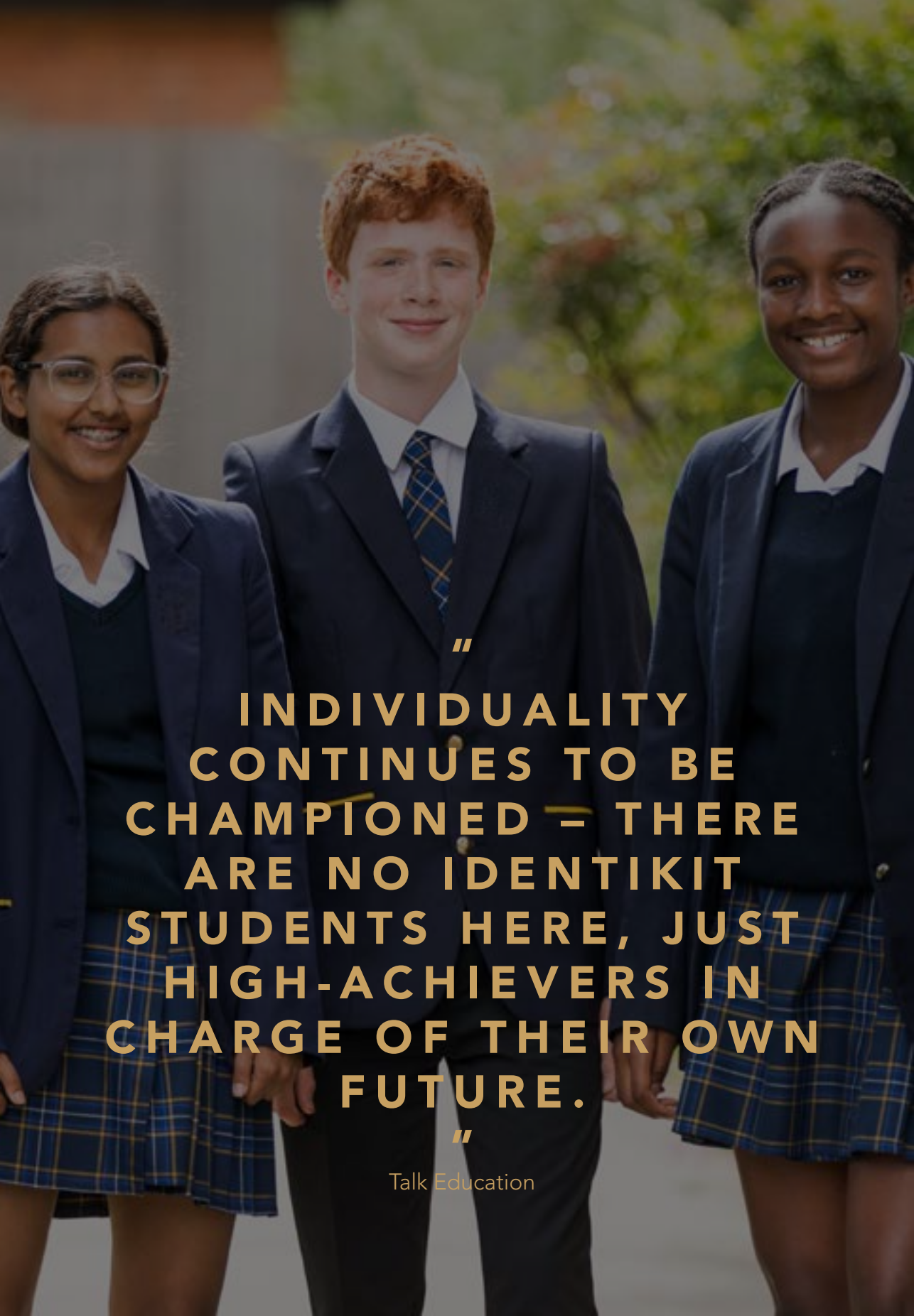
A young boy and girl in school uniforms are walking on a paved path outdoors. The boy is on the left, wearing a dark blue suit jacket, a white shirt, a blue and white patterned tie, and dark trousers. He has a backpack on. The girl is on the right, wearing a dark blue blazer, a white collared shirt, 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
ARE NO IDENTIKIT
STUDENTS HERE, JUST
HIGH-ACHIEVERS IN
CHARGE OF THEIR OWN
FUTURE.**

”

Talk Education

OUR VISION

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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

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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





PASTORAL ADMINISTRATOR

ACCOUNTABLE TO DEPUTY HEAD PASTORAL
PERMANENT, PART-TIME

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 and organisational support to the Deputy Head, Pastoral and the wider pastoral team. This includes diary management for the Deputy Head, Pastoral, coordination of pastoral, and maintaining accurate wellbeing, pastoral and safeguarding records.

ACCOUNTABILITIES AND RESPONSIBILITIES

Administration

Manage the Deputy Head – Pastoral's diary, scheduling meetings, arranging appointments and coordinating communications with staff, students and parents/carers.

Provide comprehensive administrative support to the pastoral team, ensuring effective and efficient day to day operations.

Act as a key point of contact for pastoral enquiries (email, telephone and in-person), responding appropriately while maintaining full confidentiality.

Maintain and update pastoral systems, including CPOMS and Firefly.

Coordinate the secure transfer of safeguarding records for student leavers. Produce pastoral and wellbeing reports as requested by the Deputy Head, Pastoral.

Wellbeing Administration

Maintain accurate records of student visits to the Wellbeing Room (without operational oversight of the room itself).

Track data patterns and produce scheduled reports for the Deputy Head, Pastoral.

Update the DSL posters and pastoral pages on the digital platform as required.

Administer pupil surveys about wellbeing.

Keep informed of wellbeing initiatives, tools and resources and share relevant information with the pastoral team.

Sixth Form Support

Provide administrative support to the Director of Sixth Form, including document preparation.

Assist with the organisation and administration of sixth form events, occasionally outside normal working hours, such as the sixth form ball and Higher Education Fair.

Safeguarding

Handle sensitive safeguarding information with accuracy, confidentiality and discretion.

Support the pastoral team with the administration of safeguarding cases, documentation, and statutory processes.

General

Work collaboratively with colleagues across the Pastoral and Wellbeing teams.

Build positive, professional relationships with students, staff and parents/carers.

Adhere to School policies, including Health & Safety and Safeguarding.

Undertake any reasonable tasks as directed by the Senior Leadership Team.

Engage in professional development and performance review processes.

Maintain a strong commitment to the safeguarding and welfare of children and young people.



PASTORAL ADMINISTRATOR PERSON SPECIFICATION

EXPERIENCE, SKILLS & QUALIFICATIONS

Essential

Good general level of education: GCSE or equivalent passes in Mathematics and English.

Ability to work as part of a team and independently to meet the requirements of the pastoral team.

An interest in and working knowledge of positive mental health and wellbeing practices.

Ability to demonstrate organisational and administrative aptitude.

Desirable

Knowledge of the workings of safeguarding legislation and child protection would be advantageous.

Qualifications relating to children and youth work, social work, pastoral support or fundraising would be a significant advantage.

PERSONAL ATTRIBUTES

Kind and enthusiastic with a good sense of humour and a positive role model for everybody.

Have a passion for both charitable work and raising awareness for vulnerable people in the local community and the wider world.

Great empathy for those in need.

Able to communicate confidently, easily and effectively with both young people and adults.

An effective team-player, happy to get involved and show initiative.

Reliable and dependable.

Good listener, motivator and communicator.

Able to adapt communication skills to a wide range of people, from students to parent/carers.

Flexible, patient with a calm disposition. Professional and with integrity.

Dedicated and hard-working.

Adaptable and reflective.

Commitment to the aims, ethos, and objectives of the School.

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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