

Langley Grammar School



Administration, Events & Procurement Officer

Full-time, Permanent

Required ASAP

Application information

Langley Grammar School
Reddington Drive
Langley
Berkshire SL3 7Q

Tel: 01753 598300

Email: school@lgs.slough.sch.uk

Web: www.lgs.slough.sch.uk

From the Headteacher

December 2025

Dear Applicant

Thank you for your interest in Langley Grammar School and in the post of Administration, Events & Procurement Officer.

We hope this application information will help you decide whether this would be the appropriate next step for your career.

This is an exciting time to join a very successful school. The recent completion of an £18 million building project has provided the school with exceptional new facilities. Our academic outcomes consistently demonstrate the commitment and ability of our students and we were delighted with their GCSE and A Level results last summer's examination series. We believe that we provide a supportive, secure, and innovative environment that allows our students to flourish and develop as confident and well-rounded, independent and creative, responsible, and caring young people. Ofsted confirmed this in November 2021 when we were judged Outstanding in each of the four areas of the current framework.

We have always sought to combine our selective status with a close involvement in the local community of schools. We have supported primary and secondary schools through our previous specialisms, helping them to raise standards and learning much ourselves in return. Our academy status and current designations as the Teaching School Hub for Berkshire and as an Apple Distinguished School have provided opportunities to develop these relationships further and to have a significant impact on the educational provision in the area.

We offer an excellent working environment and additional benefits for staff, and our students are a joy to work with. We constantly review our systems and processes so that all our staff can focus on what matters – providing the best education we can offer our students. Our staff are our greatest asset, and we place staff wellbeing and professional development at the heart of our decision-making. The staff body is friendly and collegiate and colleagues report that they are proud to work at our school. We offer a range of additional benefits to staff. Langley Grammar School is a special place to work.

We are committed to maintaining our high standards and to developing ourselves as a centre of innovation and excellence. If you would like to share in that development and have the skills and expertise we are looking for, we would welcome your application.

Yours sincerely



David Harding
Headteacher



The School

Langley Grammar School is a co-educational state selective school operating as a single academy trust. There are 1287 students on roll, of whom 386 are in the Sixth Form. The school was founded in 1956, and is one of four grammar schools serving the borough of Slough and the surrounding area. We aim to enable students to develop themselves personally and academically, achieving high standards within a supportive and friendly environment that stimulates and challenges them. We place great emphasis on participation in a wide range of cultural, social, and sporting activities. Parental support for the school is strong, and we are heavily over-subscribed.

We admit 180 students into 6 forms in Year 7, typically from more than 60 different primary schools. The great majority of Year 11 students stay on to the Sixth Form, where we usually also admit around 30-40 additional students into Year 12 from other schools.

The school occupies a 16-acre site in Langley close to the M4 and M40 and has good rail links into London via the Elizabeth Line. The site has benefitted from substantial developments over the last fifteen years, with new classrooms, sports centre, all-weather pitch and a Sixth Form Centre with a 220-seat lecture theatre. As part of the Government's Priority Schools Building Programme, our original 1956 school buildings have been replaced to provide state of the art accommodation for science, art, technology and computing, and new public areas of the school such as hall, library and dining room. This £18 million building programme was completed in autumn 2021.

We have a record of innovative practice and extensive outreach and targeted support to schools in the local area and beyond. We are currently designated as one of the DfE's Teaching School Hubs, serving schools across the six local authority areas in Berkshire. A number of our staff are Lead Practitioners or facilitate on the Teaching School Hub NPQ programmes. Our innovative work with iPads for learning has been recognised with our designation as an Apple Distinguished School. The schools' network SSAT has designated a number of aspects of our practice as 'transforming' through their Framework for Exceptional Education.

Ofsted last inspected the school in November 2021, when it was judged outstanding in all categories.

Our students

Students enter the school in Year 7 on the basis of an 11+ examination administered by a consortium of the four grammar schools in Slough. Our students represent approximately the top third of the ability range as measured by the 11+ selection process. Around 50% of our students come from the borough of Slough, and in particular the local area of Langley, and reflect the diverse local community. The remainder come from a wider geographical area including west London boroughs and south Buckinghamshire.

Over 96% of our students come from minority ethnic backgrounds, giving the school a rich and varied cultural mix. The school is a well-ordered and respectful community; students are polite, courteous and well-motivated. They are also high achieving; the great majority stay on into the Sixth Form, achieve very good A-level grades and move on to higher education at highly reputable universities.

Examination outcomes are consistently excellent with students making excellent progress from their already high starting points. In the 2025 public examinations, 85% of A Level entries were graded A*-B with a 3-year ALPS score of 3; At GCSE, 77% of entries were graded 9-7. Progress 8 scores of around 0.75 are typically achieved each year.

Our staff

We have about 130 staff; 95 teachers and 35 in support or administrative roles. Teaching staff work in subject teams, led by subject leaders who are line managed by members of the Senior Leadership Team. Most teaching staff act as form tutors in teams led by Phase Leaders covering Year 7, Years 8 & 9, and Years 10 & 11. The large Sixth Form team is overseen by the Director of Sixth Form with two deputies. The school has a strong community ethos and our staff are highly professional, innovative and committed to the academic and personal development of the students.

There is a very comprehensive and well-regarded programme of professional development. All staff receive an annual Professional Review as part of a strong and supportive performance management system, with high quality induction and on-going support. There are opportunities for staff to advance within the school, and we offer support for those who wish to find promotion elsewhere.

We have a clear focus on staff wellbeing, which is reflected in our track record of excellent staff retention and we have recently signed up to the DfE's Wellbeing Charter.

**We have signed up to the
education staff wellbeing charter
because staff wellbeing matters**



Curriculum and student support

All students in Year 7 study English, Mathematics, Science, French or German, History, Geography, Religious Studies, Information Technology and Computing, Music, Drama, Art, Design Technology, Personal and Citizenship Studies and Physical Education. This programme is broadly the same in Years 8 and 9. We emphasise a broad and balanced curriculum through to the end of Year 9.

All Year 10 & 11 students follow GCSE courses in English Language and Literature, Mathematics, Biology, Chemistry and Physics, French or German. Students also choose three further subjects from a range including: a second foreign language, Art, Business Studies, Design Technology, Drama, Geography, History, Music, Religious Education and Physical Education. The non-examined core curriculum includes PSHE and Citizenship and elements of RE/Philosophy and ethics.

The great majority of Year 11 students stay on into our Sixth Form. Most choose four subjects from a wide range; the majority currently take an AS examination in one of those subjects at the end of Year 12, and continue the other three subjects through to the final examinations in Year 13. There is a programme of timetabled enrichment activities including other qualifications such as Public Speaking or Community Sports Leader Award, or non-examined courses such as Photography.

We place great emphasis on students' physical and emotional wellbeing. Throughout the school there is a strong tutorial system providing individual guidance and support. Reporting of academic progress and personal development operates through a rolling programme of parent/teacher consultations and summative reports. This structure provides for both systematic target setting and evaluation and offers an opportunity to discuss reports in review interviews with form tutors.

Our ethos

We are privileged to work with able students who have the potential to be in significant positions of influence and leadership in the future.

We encourage our students to discover their own talents, to be confident of their abilities and to follow their passions across academic subjects, in sports and the arts.

We support our students in developing themselves as innovative, effective and independent learners with high-level skills, willing to think in new ways, solve new problems and create new opportunities for the future.

We help our students build up a set of sound values so that they have the strength of character, moral integrity and resilience to deal with the challenges they will face, and the motivation and willingness to work hard to achieve their ambitions.

In addition to supporting strong academic outcomes, we therefore seek to develop our students as young people who are...



Confident and well-rounded...

...demonstrating a positive mindset; secure in their own identity and aware of their own strengths; effective and persuasive communicators; believing in their own self-worth, with a broad and balanced outlook; striving for excellence in all they do; resilient and willing to persevere.



Independent and creative...

...able to think critically and make wise decisions; curious and inquisitive; eager to explore and discover; willing to make mistakes and embrace challenges that may at first appear daunting; adaptable and flexible; innovative and enterprising.



Responsible and caring...













...grounded in sound ethical and moral values; socially and culturally aware; recognising and appreciating diversity; having the courage to stand up for what is right; acting with kindness and compassion to bring out the best in themselves and others; engaged in communities with a local, national and global outlook.

External recognition

Langley Grammar School was last inspected by Ofsted in November 2021 and was judged 'Outstanding' in all categories.



As a member of the SSAT network, and designated as a Leading Edge school we have used the SSAT Framework for Exceptional Education to inform the development of our practice. We have been judged as having 'transforming practice' in all twelve of the framework strands – we are only the fourth school to achieve this.

Climate for learning	Culture of reflection	Effective learning behaviours	Effective teaching approaches
 <p>TRANSFORMING PRACTICE IN Climate for learning SSAT Framework for Exceptional Education</p> <p>Reaccredited July 2023</p>	 <p>TRANSFORMING PRACTICE IN Culture of reflection The Framework for Exceptional Education</p> <p>Awarded April 2022</p>	 <p>TRANSFORMING PRACTICE IN Effective learning behaviours SSAT Framework for Exceptional Education</p> <p>Reaccredited June 2023</p>	 <p>TRANSFORMING PRACTICE IN Variety of teaching approaches The Framework for Exceptional Education</p> <p>Reaccredited May 2021</p>
Engagement with key stakeholders & partners	Engaging with evidence and research	Principled assessment	Principled curriculum design
 <p>TRANSFORMING PRACTICE IN Engagement with key stakeholders The Framework for Exceptional Education</p> <p>Awarded June 2023</p>	 <p>TRANSFORMING PRACTICE IN Engaging with evidence and research The Framework for Exceptional Education</p> <p>Awarded July 2022</p>	 <p>TRANSFORMING PRACTICE IN Principled assessment The Framework for Exceptional Education</p> <p>Reaccredited June 2025</p>	 <p>TRANSFORMING PRACTICE IN Principled curriculum design SSAT Framework for Exceptional Education</p> <p>Reaccredited June 2025</p>
Leadership through moral purpose	Professional learning	Quality assurance	Wellbeing
 <p>TRANSFORMING PRACTICE IN Leadership through moral purpose SSAT Framework for Exceptional Education</p> <p>Reaccredited June 2025</p>	 <p>TRANSFORMING PRACTICE IN Professional learning SSAT Framework for Exceptional Education</p> <p>Reaccredited July 2023</p>	 <p>TRANSFORMING PRACTICE IN Quality assurance The Framework for Exceptional Education</p> <p>Reaccredited July 2021</p>	 <p>TRANSFORMING PRACTICE IN Wellbeing The Framework for Exceptional Education</p> <p>Awarded July 2022</p>

Our role as a centre of excellence for the professional development of teachers has been recognised by our designation as one of the **DfE's Teaching School Hubs**. As **TSH Berkshire** we are responsible for promoting initial teacher training, the Early Career Framework, and leadership development across the six local authority areas in Berkshire.



Our work using iPads for effective teaching and learning has been recognised by Apple; we are part of the international network of Apple Distinguished Schools.



Distinguished School



Regional Training Centre

We also have a commitment to an international outlook and to developing arts subjects in school.



Job description – Administration, Events and Procurement Officer

- **Reports to:** Administration Manager and Finance Manager
- **Indirect task direction:** Student Support Manager, via the Administration Manager
- **Line Management:** None
- **Working Pattern:** Term-time only plus 1 week

Job Purpose

To provide high-quality administrative, events, and procurement support across the school, strengthening workflow efficiency within the Admin, Finance, and Student Support teams. The postholder supports key student administration processes, operational procurement, and the delivery of whole-school events. This role ensures reliable, accurate, and timely administrative support that contributes to the smooth running of daily school operations.

Key Responsibilities

1. Student and Stakeholder Administration

- Processing student late reports, accident logs, incident statistics, and routine referral files.
- Maintaining accurate student records, including change-of-details and contact information.
- Providing clerical support for exam administration during peak periods (e.g. exam registers, candidate packs, basic data entry).
- Administering ParentPay, including item setup, routine checks, and responding to parent queries.
- Supporting the processing of Free School Meal (FSM) applications in line with agreed procedures, liaising with the Finance Manager where required.
- Drafting and issuing standard student and parent communications as directed.
- Providing light-touch administrative support for Duke of Edinburgh Award activities and careers administration (e.g. work experience vetting, events support, and communications).

2. Events & School Operations Support

- Assisting with the organisation of whole-school events, meetings, and activities.
- Preparing event materials such as guest lists, name badges, signage, seating plans, packs, and printed resources.
- Supporting event logistics, including room setup, hospitality arrangements, and liaison with the site and reprographics teams.
- Providing on-the-day operational support at events, including visitor liaison and coordination as required.
- Supporting with event-related administration during peak periods.

3. Operational Procurement & Ordering (Routine)

- Raising purchase orders and maintaining supporting documentation.
- Obtaining written quotations for low-level purchasing in line with agreed thresholds.
- Ordering and replenishing routine supplies, including office and hospitality items.
- Maintaining accurate supplier records and routine purchasing logs.
- Liaising with suppliers regarding deliveries, discrepancies, or returns.
- Passing completed procurement documentation to the Finance Manager for approval and processing.

4. Administration Team Support & Cover

- Providing reception, reprographics, or student-support administrative cover when directed by the Administration Manager.
- Supporting the administration team during seasonal peak periods, including exams, the summer term, and major school events.
- Preparing documents, letters, spreadsheets, and templates as required.
- Supporting document retention, archiving, and record management in line with school policies.
- Assisting with incoming communications and general administrative tasks to ensure a responsive and professional service.

5. Cross-Team Support and Collaboration

- Work within clearly defined procedures and priorities set by the Administration Manager, with functional oversight from the Finance Manager where applicable.
- Maintain confidentiality and professionalism at all times, particularly when handling sensitive student or family information.
- Work collaboratively with colleagues across Admin, Finance, and Student Support to ensure smooth day-to-day operations.

6. General Duties

- Contribute positively to continuous improvement of administrative systems and processes.
- Adhere to all school policies, including safeguarding, GDPR, finance, and procurement requirements..
- Participate in line management meetings, appraisal processes, and CPD opportunities.
- Undertake any additional duties reasonably requested by the Admin Manager, Finance Manager, School Business Manager, or Headteacher.

Person Specification - Administration, Events and Procurement Officer

A. Qualifications & Experience

Essential

- Experience working in an administrative role, ideally within a school or similar busy environment.
- Experience using IT systems confidently (email, MS Office, spreadsheets, data entry).

Desirable

- Experience providing high-quality administrative support with accuracy and attention to detail
- Experience supporting events, logistics, or hospitality tasks.
- Experience communicating professionally with staff, students, families, and external stakeholders.
- Experience with school systems such as Bromcom, ParentPay, or similar databases.
- Experience in procurement or routine ordering processes.
- Experience working in reception, student services, or customer-facing roles.
- Experience with Free School Meal processing.

B. Knowledge & Skills

Essential

- Strong organisational skills with the ability to prioritise and manage multiple tasks.
- Good written and verbal communication skills, producing professional and accurate correspondence.
- Ability to work methodically with excellent attention to detail.
- Ability to follow established procedures accurately (e.g., procurement, data entry, finance workflows).
- Ability to handle confidential and sensitive information with discretion.
- Ability to work collaboratively within and across teams.
- Ability to remain calm, polite, and professional when handling competing demands.

Desirable

- Understanding of school administration processes and annual cycles.
- Awareness of financial procedures such as ordering and obtaining quotes.
- Knowledge of safeguarding, GDPR, and confidentiality expectations in a school context.

C. Personal Qualities

Essential

- A positive, approachable, and customer-focused manner.
- Commitment to delivering a reliable and supportive service to students, staff, and families.
- Enthusiasm for contributing to the smooth running of school events and operations.
- Flexibility and willingness to take on a variety of tasks depending on workload.
- Proactive attitude, with the ability to identify what needs doing and act on it.
- Resilience and the ability to work effectively during busy periods (e.g., exams, events).
- Professional integrity, honesty, and a strong sense of responsibility.

Desirable

- Creativity and initiative in improving systems, communications, or event experiences.
- Confidence in learning new administrative and digital systems.

D. Events & Operational Support Skills

Essential

- Ability to support the planning and delivery of school events, producing high-quality materials and coordinating logistics.
- Ability to prepare resources such as signage, name badges, guest lists, printed packs, and displays.
- Ability to liaise with staff, reprographics, and facilities teams to ensure smooth event delivery.

E. Working Style & Professional Behaviour

Essential











- Ability to work efficiently both independently and under direction.
- Commitment to teamwork and a willingness to support colleagues when workloads peak.
- Professional presentation and communication when working at reception or front-of-house.
- Dependable and punctual, with a strong work ethic and commitment to high standards.
- Willingness to support evening events occasionally as required (with notice).

F. Safeguarding & Whole-School Requirements

Essential

- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of professional boundaries and the importance of confidentiality.
- Willingness to undertake training relevant to the role, including safeguarding and GDPR.
- Commitment to the ethos and values of the school.

Staff benefits

	Healthcare and mental health <ul style="list-style-type: none"> Up to £25 for an annual flu vaccination Eye care vouchers to cover some/all of the costs of eye tests and spectacles Free confidential and independent counselling helpline
	Connection and community <ul style="list-style-type: none"> An active staff association that organise social events and gifts Regular social opportunities to connect with colleagues beyond their immediate teams
	Fitness <ul style="list-style-type: none"> Free access to a small on-site gym available outside of working hours On-site yoga / HIIT exercise classes offered where possible and subject to demand
	Timetabling and cover <ul style="list-style-type: none"> Maximum teacher contact time set at 42 hours per/ fortnight Additional protected PPA period for form tutors We employ Cover Supervisors to reduce the amount of cover by teachers
	Planning, marking, assessment, and reporting <ul style="list-style-type: none"> Specific staff support for administration planning of educational visits and other activities Teachers encouraged to set homework when it is meaningful, not to a rigid timetable Feedback policy designed to make marking and feedback demands on staff manageable Reporting requirements reviewed regularly and streamlined where possible
	Communications and technology <ul style="list-style-type: none"> All teachers provided with two devices – an iPad and a laptop school@lgs.slough.sch.uk email filters enquiries to minimise excessive external emails Communication streamlined through the use of weekly bulletin and staff briefing ClassCharts and School Cloud used to help teachers work more efficiently and flexibly iPads are used to support efficient communication between staff and students
	Calendar planning <ul style="list-style-type: none"> Parents' evenings end at 6.30pm to reduce late evening working Occasional CPD 'twilight' sessions run from 2.00pm to 4.30pm Deadlines and events are scheduled to spread workload where possible Programme of after school meetings is relatively light compared to many schools Off-site INSET day in December allows flexibility over when to complete CPD tasks Term dates are carefully set to maximise the number of weekends in school holidays
	Flexible working and leave of absence <ul style="list-style-type: none"> Staff leave of absence policy is applied generously Informal and formal requests for flexible working are considered Teachers with no afternoon lessons or other commitments are free to sign out and work at home
	Professional development <ul style="list-style-type: none"> Extensive in-house CPD programme and opportunities for external training. Funding to support teaching and support staff working towards relevant professional qualifications.
	Other benefits <ul style="list-style-type: none"> Cycle to work scheme, ample on-site parking, electric car charging points Free tea and coffee, free coffee machine, discounted breakfasts for staff Admissions policy favours prioritises access to children of permanent school staff Attractive campus with modern facilities and buildings across the whole site

Application process

How to apply

Where possible we would prefer candidates to complete the **Langley Grammar School application form**. This should be returned with a covering letter of no more than 2 sides of A4, which takes account of the person specification and should:

- explain why you are applying for the post,
- outline the relevant experiences you believe have prepared you for this post,
- describe the skills and attributes you will bring to the school.

Letters of application should be addressed to:

**Mr D Harding, Headteacher,
Langley Grammar School, Reddington Drive, Langley, Berkshire, SL3 7QS**

Completed applications should be returned directly to De Cheyne, Headteacher's PA at the address above or via the e-mail address vacancies@lgs.slough.sch.uk

If you are submitting an online application through the Times Educational Supplement or another similar application platform, please ensure that your personal statement follows the guidance for letters of application above.

Application forms or online applications must be completed in full. **CVs on their own are not accepted.**

Deadlines for application: **midday on Friday 16 January 2026, with interviews scheduled shortly thereafter.**

References

Please note that in line with safer recruitment practices for schools, we will take up references **at the point of shortlisting** for interviews. We may also contact current and previous employers as part of the process of pre-appointment checks. If you are shortlisted, any discrepancies or anomalies in the information provided, or issues arising from references will be taken up at the interview. Your referees must include your most recent employer; references from friends or relatives are not acceptable.

Safeguarding

Langley Grammar School is committed to safeguarding and promoting the welfare of children. Potential applicants should be aware that it is a criminal offence to apply for a role if barred from engaging in regulated activity relevant to children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers. Shortlisted applicants will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. Referees will be asked whether applicants have been subject to any safeguarding concerns. The successful applicant will be subject to an enhanced disclosure check with the Criminal Records Bureau.

Equal Opportunities

Langley Grammar School will not discriminate directly or indirectly by applying conditions or requirements, which cannot be shown to be justified. We will not discriminate on the grounds of race, gender, nationality or origin, marital status, disability, economic status, sexual orientation, age, trade union, political or religious belief, or responsibility for dependents.

Disability Statement

Langley Grammar School will give favourable consideration to application for employment made by people with disabilities having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.