



Langley Grammar School

Reddington Drive
Langley, Berkshire. SL3 7QS

01753 598300
school@lgs.slough.sch.uk
www.lgs.slough.sch.uk

Student Services Administrator Required ASAP

37 hours per week, term-time only

Hours: Monday – Thursday 08.00-16.00 - Friday 08.00-15.30

Scale 4, Point 7-11, FTE £21,412 - £23,097, (Pro Rata £17,863 - £19,269)

We are looking to appoint a Student Services Administrator to work alongside our Student Services Manager and assist in providing an accurate, effective and efficient provision.

Reporting to the Student Services Manager, the Administrator will be assisting in monitoring and reporting on student attendance. They will also be required to provide first aid and ongoing support to students with individual medical needs. They will be able to act on his/her own initiative and must have the ability to prioritise a busy workload.

The role requires someone who pays meticulous attention to detail; has energy, enthusiasm and a calm nurturing nature. Experience of using SIMS (or a similar MIS system) is preferable and MS Office Suite products to a high standard is essential.

They will join a team of dedicated administrative staff within a friendly and supportive school community. The successful candidate will be based in the Student Services office in the school's new main block, completed in summer 2021.

Langley Grammar School is a very popular co-educational 11-18 selective school, located within easy reach of Langley station and Junction 5 of the M4. We have approximately 1,240 students, over 320 of whom are in the Sixth Form; the school is heavily over-subscribed and draws students from a wide geographical area.

Information packs and an application form are available on request from the school, or can be downloaded from the school website at www.lgs.slough.sch.uk.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Applications should be returned by midday on 27 May 2022 to Mrs Dionne Cheyne, Head's PA at vacancies@lgs.slough.sch.uk. Interviews will be held thereafter. We reserve the right to interview promising candidates prior to the closing date.