



# OVERTON GRANGE SCHOOL

## School Premises Team Administrator Recruitment Pack



**Overton Grange School, 36 Stanley Road, Sutton, SM2 6TQ**

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# Letter from the Headteacher, Chris McNab

Thank you for your interest in applying for the position of Site Team Administrator. This role is a key position in the school, its growth and future developments. The successful candidate will join a team of highly motivated and talented colleagues across the rest of the school.

This is an exciting time to be joining our school as we continue our journey towards excellence in everything we do and providing the necessary support for all our students to be successful when making the next step. This post is instrumental in achieving our vision over the coming years whilst responding to the ever-changing educational climate.

The successful candidate will have the knowledge and skills to add value in these areas, but will also be flexible and creative, with a passion for education and a track record of building excellent relationships with students, staff, and parents.

In December 2024, the school was judged by Ofsted as 'Good' with many strengths and some areas that require improvement. We are proud of areas of the report which include:

- Pupils behave well during lessons and around the school's site. Improved systems are in place to support staff when any low-level disruption takes place. Pupils are polite and courteous and enjoy being in school. They are well supported by staff.
- The school is a community where everyone is treated fairly and equally, and where pupils feel valued. Positive working relationships exist between staff and pupils. This ensures pupils feel safe. The school has experienced some turbulence, but leaders have now established stability, and recent changes are having a positive impact

In November 2025, we invited Challenge Partners into school for a Quality Assurance Review. The review team recognised a range of positive areas in the school and the school was graded "effective" in all areas they evaluated. The full report can be found [here](#).

We are delighted that at our continuous journey of self-improvement has seen many reviews that recognise our many strengths. However, we are most proud of our students. Be it in the exciting next steps they take, the significant progress and accomplishments they achieve or the effective relationships they form with all stakeholders. We have a strong, dynamic and committed staff. Collaboration between all areas of the school is strong and staff well-being is a constant priority for all leaders.

The culture of the school has a strong ethical stance, core values and ethos to inspire individuals in the school to develop as global citizens and to be the best they can be. Our core values are Community Inspiration and Success, and we are proud that this is clearly 'lived and breathed' in all areas of the school.

We are looking for a person with integrity who is genuinely committed to improving the life opportunities of young people and adults, not only in school but also in our community.

Please contact the school if you would like to discuss the role or would like to arrange a visit. We look forward to receiving your application.



# The Application Process

The closing date for applications is: **Friday 5<sup>th</sup> June 2026**

Interviews for shortlisted candidates will take place on: **week commencing Monday 8<sup>th</sup> June 2026**

## General discussions

For an informal chat about the role and the school, or to arrange a visit with the Headteacher, please contact the Head's PA, Mrs Robinson on: [s.robinson@overtongrange.org](mailto:s.robinson@overtongrange.org)

## How to apply:

Please ensure you complete the application form clearly addressing the person specification. This should be returned electronically to the Headteacher's PA, Mrs Robinson by **10am on the closing date**.

**All applications will be acknowledged on receipt.**



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## Our Vision

The vision of Overton Grange School is to provide a safe, challenging, and happy community which prepares learners of today for the demands and opportunities of tomorrow. Alongside the underpinning values of Community, Inspiration and Success, we believe this is experienced by all stakeholders on a daily basis.

The staff's dedication, the students' positive attitude, and our parents' commitment are the cornerstones of Overton Grange School. As a school we are excited to build upon these strengths and foster a culture of continuous self-improvement, to enrich our learning environment. As such, we will continue to maintain high expectations, focusing on engagement in lessons, student behaviour and positive relationships.

We are committed to nurturing confident, successful learners, and encouraging all our young people to make the most of opportunities that are provided throughout their educational journey. Our curriculum is at the heart of our students' journey at the school and we consistently look to ensure that our provision allows every student to achieve their potential.



[Overton Grange School](#)



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# School Development Plan

## Summary of our School Development Plan 2025-2026

AREA	TARGET	OUTCOME
Quality of Education	<ul style="list-style-type: none"> <li>To Improve both the accuracy and impact of assessment/feedback</li> <li>Enhance student engagement in lessons</li> <li>To ensure that all students make positive progress and examination year groups attainment is above national average.</li> </ul>	1.1 Launch new feedforward system. All assessment to include moderation process and accuracy of predictions to improve v 24/25 1.2 Increased Effort data v 24/25. Feedback from LW/CR 1.3 GCSE 9-4/9-5 & 9-7 E&M above NA & % on track in years 7-10
Behaviour and Attitude	<ul style="list-style-type: none"> <li>Improve attendance for all Year groups</li> <li>Reduce low level behaviour concerns within classrooms / departments.</li> <li>Improve student effort in classrooms across all subjects</li> </ul>	2.1 Improve overall attendance to 92.5% with PA <20% 2.2 Reduction in sanctions linked to disruption to learning and Feedback from LW/CR 2.3 Increase effort data v 24/25 and Feedback from LW/CR
	<ul style="list-style-type: none"> <li>Increased provision of opportunities for all students outside of the curriculum               <ul style="list-style-type: none"> <li>To further Strengthen whole-school community ethos (Belonging)</li> </ul> </li> <li>To improve of EC attendance to ensure equity for all students</li> </ul>	3.1 Increased EC provision map v 24/25 3.2 An increase in the number of whole school events. To celebrate school community both inside/outside the curriculum 3.3 Use of Evolve to allow effective monitoring and to provide support where necessary
Sixth Form	<ul style="list-style-type: none"> <li>To ensure that all students make positive progress and examination year groups attainment is above national average.</li> <li>To increase active learning strategies to enhance student engagement in lessons</li> <li>To Enhance Sixth Form impact by increasing their visibility, leadership and mentoring roles to support wider school</li> </ul>	4.1 Year 13 positive VA & % on target Year12 (CM) 4.2 Increased Effort data v 24/25. Feedback from LW/CR 4.3 To launch and develop the new SUMMIT enrichment programme to give more opportunities for sixth formers
Leadership and Management	<ul style="list-style-type: none"> <li>To ensure the gap between high performing areas of the school and all areas are diminished</li> <li>To utilise external support/best practice to improve in school performance in targeted areas</li> <li>To implement coaching CPDL programme to develop the performance of teams</li> </ul>	5.1 QOE, Assessment & behaviour trends versus 2024-25 (CM) 5.2 Improved outcomes versus 2024-25 & in line with NA 5.3 External coaching programme delivered

# Job Description

<b>JOB TITLE</b>	School Premises Team Administrator
<b>REPORTS TO</b>	School Premises Manager
<b>START DATE</b>	TBC
<b>SALARY</b>	IC3 scale point 2-6 FTE £28,221 - £29,856 Actual £4,144 - £4,384
<b>HOURS</b>	Part time – 6 hours per week. Ideally 2 hours x3 days per week Monday, Wednesday Friday. Hours open for discussion. Term time only (including pro rata INSET days) + 1 week (3 working days) in the school holidays = 40 weeks per year

## Key Responsibilities:

To be responsible for all the administrative duties associated with the School Premises team, including, but not limited to, management of bookings for external lettings, email correspondence, invoicing, renewal of policies and memberships, filing, rotas and keeping accurate records in line with School requirements.

## Specific Duties:

- To manage the bookings of external lettings of the School premises. Specifically responding to emails, arranging bookings, working closely with the Finance Team to ensure payments are made and collected on time, liaising with the Site Team to ensure appropriate equipment is available.
- Deal with any external site related telephone calls and enquiries.
- Liaise with contractors to obtain quotes and book in jobs, co-ordinating with site access and staff.
- To keep up to date accurate records of dates for renewal of any policies, safety checks, mandatory inspections and maintenance contracts and keep the Premises Manager informed on progress.
- To assist the School Business Manager and Premises Manager to review and check (annually) the Health and Safety policy;
- Assist the School Business Manager and Premises Manager to organise duty rotas, arrange cover when required and keep detailed records of absences, hours worked and holidays taken by the Site team.
- To assist the Premises Manager to keep accurate records of any accidents.
- Working with the Premises Manager to ensure the most efficient reporting systems for information concerning all premises related matters. Including being responsible for the monitoring and implementation of all utility services including contracts with cleaners, waste providers, suppliers and external contractors.

- Keep accurate filing records.

## Person Specification:

### Experience

#### Essential

- Experience of dealing with enquiries both in person and on the telephone
- Strong IT skills with experience in Word, Outlook, Excel and Word.

#### Desirable

- Previous experience of working in a school environment or in an administrative capacity.

### Knowledge & Skills

#### Essential

- Good communicator
- Ability to work under pressure and manage conflicting demands
- Team player, but with the ability to work independently, plan ahead and keep accurate records.
- Willingness to take on new challenges and complete jobs to a high standard.

#### Desirable

- Previous experience of working with contractors.

### Personal Qualities

#### Essential

- Good time keeping, strong work ethic, professional appearance and committed to achieving high expectations and standards.
- Excellent role model for students

### Other Requirements

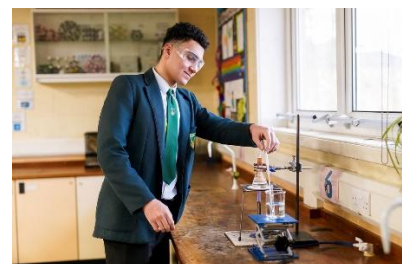
#### Essential

- Commitment to the school's ethos, values, and educational mission.
- Willingness to work flexibly, participate in training and attending out of hours school events.

Overton Grange School welcomes applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our students.

Overton Grange School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory occupational health medical report, two suitable references, an enhanced DBS report and an online social media check.



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