



Appointment of School Performance & Student Welfare Lead

Required September 2026

Welcome from the Head



Carrington School is a forward-thinking, inclusive and innovative school with a clear vision: to provide an exceptional education that enables every young person to thrive academically, creatively and personally. We are a school that believes in possibility, in ambition and in creating opportunities that transform lives.

Over recent years, Carrington has undergone significant and exciting change. Through reflection, determination and a relentless commitment to improvement, we have developed a strong culture of learning with embedded systems and structures that support the success and wellbeing of every student. Alongside our outstanding facilities and evolving curriculum, we continue to shape a school community where aspiration is nurtured, individuality is celebrated and excellence is expected. At Carrington, we recognise that education extends far beyond examination outcomes. Our role is not only to educate, but to inspire. We want students to discover their talents, develop confidence in their abilities and embrace opportunities in sport, the arts, leadership and enrichment. We believe that widening experiences and encouraging creativity are essential in helping young people grow into respectful, resilient and determined individuals who are prepared for the future.

Our vision is built around three core values:

Aspire – encouraging every student to aim high, embrace challenge and believe in their potential.

Innovate – fostering curiosity, creativity and confidence to think differently and explore new ideas.

Respect – developing thoughtful, compassionate young people who value themselves, others and the world around them.

Our motto, Ad Astra – Reach for the Stars – reflects the high expectations and ambitions we hold for every member of our community. We want Carrington students to feel proud of who they are, proud of what they achieve and proud to belong to our school.

This is an exciting opportunity to join a passionate and dedicated staff team in a school that is ambitious for its future and for the young people it serves.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

Role

To oversee front-of-house operations, student welfare, data systems and operational support functions that enable the school to run effectively.

This role plays a critical part in ensuring accurate allocation of funding of Free School Meals (FSM) and will be the school First Aid Lead.

Job Title:

School Performance & Student Welfare Lead

Hours:

30-36 hours per week/40 weeks per year (to include GCSE Results days)

Salary:

SESSET 7 £24,973 to £29,968 (FTE £34,276)

Line Manager: Operations Manager

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

To oversee front-of-house operations, student welfare, data systems and operational support functions that enable the school to run effectively.

This role plays a critical part in ensuring accurate allocation of funding of Free School Meals (FSM) and will be the school First Aid Lead.

1. Data & Information Systems

- Lead operational use of Arbor.
- Support collection and analysis of student data.
- Produce reports and dashboards.
- Support attendance, behaviour and assessment systems.
- Support examination data processes.
- Assist with timetabling and cover systems.

2. Reception & Administration

- Manage reception services.
- Coordinate visitor management.
- Oversee telephony and enquiries.
- Manage room booking systems.
- Coordinate meetings and hospitality.
- Oversee lost property systems.

3. Student Services

- First aid lead.
- Administration of medication including EpiPens.
- Management of medical records.
- Oversight of student welfare administration.
- Support vulnerable students.
- Coordinate vaccinations and nurse visits.

4. Student Finance - Free school Meals (FSM)

- Manage FSM eligibility checks using DfE systems
- Process applications, changes and queries efficiently and sensitively
- Maintain accurate records to ensure correct funding allocation
- Ensure compliance with evolving DfE guidance and requirements
- Support families in accessing entitlements, ensuring dignity and confidentiality

5. Health & Safety

- Maintain and monitor Oshens.
- Produce health and safety reports.
- Coordinate risk assessments.
- Monitor compliance actions.
- Liaise with site and facilities teams.



Role Description Continued

6. Staff Operational Support
 - Day-to-day administrative support to staff.
 - Process improvement.
 - Operational problem solving.
 - Coordination of school systems and procedures.
7. Working Within the School
 - Work collaboratively with all staff, students and their families as well as with external professionals.
 - Liaise closely with safeguarding, mental health and inclusion teams where appropriate.
 - To cover other areas across the school as and when required i.e reception, student hubs, duties, invigilation, cover.
8. Professional Development and Leadership Growth
 - Contribute to a culture of continuous improvement.
 - Engage in professional learning focused on aspects your job involves.
 - Prepare for future leadership by contributing strategically to year group and whole-school priorities.
 - Support the development of others through coaching and shared practice.
9. Safeguarding and Professional Responsibilities
 - Uphold safeguarding and child protection responsibilities.
 - Ensure the wellbeing of All Groups remains central to decision-making.
 - Fulfil professional duties in line with school expectations
 - Undertake Coaching and school development work as required
 - Carry out other responsibilities appropriate to the role as directed by the Head of School.

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification

	Essential	Desirable
Qualifications and Training		
GCSE Grade C/4 or above (or equivalent) in English and Mathematics	✓	
First Aid at Work qualification (or willingness to obtain).	✓	
Evidence of ongoing professional development.	✓	
Level 3 qualification in Business Administration, Education Administration or related field		✓
Degree-level qualification		✓
Health and Safety qualification (IOSH or NEBOSH).		✓
Arbor or MIS-related training		✓
Safeguarding training		✓
Knowledge and Experience		
Experience using management information systems	✓	
Experience analysing and presenting data	✓	
Experience managing administrative systems	✓	
Experience working with confidential information	✓	
Experience supporting operational processes	✓	
Experience providing high-quality customer service	✓	

Person Specification continued

	Essential	Desirable
Experience coordinating meetings and events	✓	
Experience in a secondary school environment		✓
Experience using Arbor		✓
Experience supporting timetabling or cover systems		✓
Experience supporting examinations administration.		✓
Experience managing health and safety systems		✓
Skills and Competencies		
Strong analytical and problem-solving skills	✓	
Excellent organisational skills.	✓	
High level of ICT proficiency	✓	
Ability to interpret and present data clearly	✓	
Ability to manage multiple priorities simultaneously	✓	
Excellent interpersonal skills	✓	
Strong attention to detail	✓	
Ability to remain calm under pressure	✓	

Person Specification

	Essential	Desirable
Personal Attributes		
Highly dependable and professional.	✓	
Calm and approachable	✓	
Strong sense of responsibility	✓	
Collaborative and supportive	✓	
Committed to safeguarding and student welfare	✓	
Discreet and trustworthy	✓	
Safeguarding and professional expectations		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to uphold professional standards in line with the Teachers' Standards and STPCD	✓	
Commitment to equality, diversity and inclusion	✓	



Closing date for applications is
Tuesday 21 July 2026 at 10am

Applications will close should a suitable
candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form
which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the
HR Manager, Karen Ehren
kehren@carringtonschool.org



Visit our website for more
information about our
school



www.carringtonschool.org

Follow us on:



Carrington School Redhill



@carringtonschool



01737 764356