

Highfield Brookham

LEARNING SUPPORT ADMINISTRATOR

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Our School

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park.

We are surrounded by stunning countryside yet we are only an hour from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 senior schools and enjoy an outstanding record of scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular academic scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of sport, drama, music, art and DT lessons on offer for our children.

Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including rugby, football, netball, hockey, cricket, swimming, cross country and athletics.

Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem.

Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts.

Art is treasured and our fantastically well-equipped art studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT workshop similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and forest school as well as four netball and tennis courts, full-sized astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT workshop, an airy art studio, a spacious dance drama studio, two packed libraries, state-of-the-art music school and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-refer and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space and home to some of our popular wellbeing activities.

Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the Prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to up to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.



Job Description

We are looking for a highly organised, proactive and confident administrator to join our friendly and supportive Learning Support team.

This is a varied and rewarding role for someone with excellent IT and administrative skills who enjoys keeping things organised and working with people. You do not need to be a SEND expert – we are looking for someone who is confident using Excel, databases, MIS and a range of digital systems, with the ability to learn new technology quickly and work accurately with data.

In return, you will join a welcoming team in a warm and vibrant school community, where you will play an important role in supporting our pupils and families.

Purpose of the Role

The Learning Support Administrator provides efficient and proactive administrative support to the Learning Support Department. Working closely with the Head of Learning Support and Deputy SENDCo. The postholder will help ensure that SEND processes, records, statutory requirements, appointments and departmental systems are well organised and kept up to date.

Key Responsibilities

- **SEND data & systems:** Maintain the SEND Register, MIS, Excel trackers and pupil records; check data accuracy and support census submissions.
- **EHCP administration:** Organise Annual Reviews, invitations, reports, meetings and deadlines; track paperwork and provision; escalate issues to senior SEND staff.
- **External professionals:** Arrange assessments and visits, coordinate information and reports, and ensure documentation is properly recorded and passed to the SEND team.
- **Timetables & rooms:** Manage Learning Support/ EAL timetables, shared calendars, room bookings and Floreat House facilities.
- **Communication:** Organise parent appointments, monitor relevant inboxes, handle straightforward administrative queries and escalate sensitive or complex matters.
- **General administration:** Maintain confidential records, support meetings and proactively track outstanding actions and deadlines.





Person Specification

Essential Criteria

- Strong Excel skills, with confidence creating, maintaining and working with spreadsheets, including formulas, filters, sorting and data checking.
- Excellent IT skills, with the confidence to work across different digital systems, databases, shared calendars and booking systems.
- Confidence using databases and Management Information Systems (MIS), including entering and updating information, checking data accuracy and producing reports or lists.
- The ability to learn new software and systems quickly and use technology to work efficiently.
- Excellent attention to detail and a high level of accuracy when working with pupil information and data.
- Excellent organisational and administrative skills, with the ability to manage competing priorities and deadlines.
- The ability to work independently, use initiative and follow tasks through to completion.
- Good judgement and the ability to recognise what is urgent, what can be dealt with administratively and what needs to be escalated.
- Excellent written and verbal communication skills.
- A professional, warm and sensitive approach when communicating with parents.
- Confidence liaising with colleagues, Local Authorities and external professionals.
- An understanding of the importance of confidentiality and data protection when handling sensitive pupil information.
- A calm, flexible and collaborative approach to working within a busy team.

Desirable Criteria

- Previous experience using a school MIS, such as iSAMS, and working with pupil data.
- Experience of school census processes and checking data for statutory returns.
- Previous experience of SEND administration and maintaining SEND records.
- Knowledge of EHCP and Annual Review processes.
- Experience liaising with Local Authorities, therapists or other external professionals.

Working Hours

This is a part-time role working 24 hours per week during term-time, plus a requirement to attend preparation days at the beginning of each term.

How to Apply

A Letter of Application and completed Application Form, including the names and addresses of two referees should be sent to recruitment@highfieldandbrookham.co.uk

An Application Form can be downloaded from the School Website <https://highfieldandbrookham.co.uk/about/careers/>

Closing Date: Monday 7th September.

We invite interested candidates to apply as soon as possible. We reserve the right to appoint before the closing date.

We are an I.A.P.S. co-educational boarding and day Pre-Prep and Prep School for pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham is an Equal Opportunities Employer.





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