



HEAD TEACHER – REBECCA SMALE
GOSDEN HOUSE SCHOOL, BRAMLEY, GUILDFORD, GU5 0AH
TEL: 01483 892008 WWW.GOSDEN-HOUSE.SURREY.SCH.UK
INFO@GOSDEN-HOUSE.SURREY.SCH.UK

Post: Admin Assistant – Admissions & Attendance
School: Gosden House School, Bramley, Surrey
Start date: September 2025
Salary: S4 £25,052 - £26,825 (FTE), Actual salary £16,907 - £18,104
Contract: Part-time, Term-time only, 28 hours per week over 4/5 days
Closing date: Monday 19th May 2025

Gosden House School is a specialist school based in glorious grounds in Bramley, Surrey for children aged 4 to 16 with mild learning difficulties. Children attending Gosden House School all have an Education Health Care Plan. The school prides itself on its strong pastoral ethos.

ABOUT THE ROLE: This is a varied role with the emphasis on attendance, transport and processing and maintenance of the School Management Systems. The ideal candidate needs to be self-motivated and enthusiastic with general administrative experience using Microsoft Office applications. Experience of SIMS or database management would also be beneficial, though training will be given. We are looking for someone who is organised, flexible and happy to pitch in where needed to support the small friendly office team.

WHAT WE CAN OFFER YOU: A wonderful working environment, fantastic grounds, a brilliant team to work with and wonderful children.

SALARY & BENEFITS: Salary is based on Surrey Pay

Other benefits:

- LGPS pension scheme
- Vivup employee benefits (available to all Surrey CC employees)
<https://vivupbenefits.co.uk/>
- Blue light card (all permanent school staff are eligible, payslip and school email required)
<https://www.bluelightcard.co.uk/>
- Discounts for teachers (all school staff are eligible) <https://www.discountsforteachers.co.uk/>
- Employee Assistance Programme
- A comprehensive Gosden House Wellbeing Programme



**Artsmark
Gold Award**
Awarded by Arts
Council England

Before applying please ensure that you visit our website to read the job description and person specification. CV's will not be accepted. All applicants must complete the Application Form

If you would like a show-round of the school before applying please telephone 01483 892008 or email recruitment@gosden-house.surrey.sch.uk

For further information please contact recruitment@gosden-house.surrey.sch.uk

Application deadline:

Interviews:

SAFEGUARDING STATEMENT: Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).

We reserve the right to close any recruitment campaign early.