



Learning Support Administrator

35 hours per week

Term-time only (39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1800 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre (2014), a new Art building (2015) and a modern and larger Science Building (2016). A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

The College is looking to appoint a Learning Support Administrator to provide high-quality admin support to the Learning Support Department. In this new role, the successful candidate will work closely with teaching and support staff, parents, carers and external agencies to gather, maintain and share accurate information about students' needs, providing a well-organised and responsive support service. From the point of enrolment and throughout the academic year, the Administrator will ensure that essential evidence, documentation and records are collected, updated and communicated effectively. This will ensure that the department can make informed decisions, deliver timely interventions and meet statutory and regulatory requirements.

The role also contributes to the daily running of the department through a wide range of administrative duties, including managing communications, maintaining digital and physical records, supporting departmental meetings and assisting with the organisation of assessments and exam arrangements. Strong verbal and written communication skills, empathy, and a genuine commitment to helping young people achieve their potential are essential.

The College has a strong sense of community, and the new academic year will see the current Deputy Principal progressing to the role of Principal, affording the College the opportunity to build on its strong foundations of leadership while looking ahead to the new phase of our development. This is therefore an exciting time to join our learning support team.

We are looking for exceptional candidates who can inspire our students and contribute positively to the department. We expect high performance from all our staff and candidates should demonstrate both their suitability for the role and their alignment with the College's values. After reviewing the job description, we strongly encourage candidates to explore our website to gain a deeper understanding of our ethos, ambitions and community.

Woking College is committed to ensuring equality of opportunity and providing a broad, varied curriculum so that every student can become an effective learner and achieve their full potential. We recognise that each student is unique, with individual learning styles and differing levels of support required.

Start Date: Tuesday 25 August 2026

Hours: 35 hours per week, term-time only (totaling 39 weeks per year)

This is a term-time position, working Monday to Friday from 8.30am to 4.00pm, with an unpaid 30-minute lunch break. Please note that candidates must be able to commit to full working days.

Salary: Actual pro rata salary: £23,623 pa inclusive of fringe allowance for 35 hours per week, term time only
FTE £29,074 pa, inclusive of fringe allowance



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The Department

We aim to provide holistic, personalised and fully integrated support tailored to each student's needs and circumstances. Following enrolment, Learning Support uses diagnostic screening, alongside information from home and previous school to create an agreed plan addressing any specific requirements. Many students join the College seeking a fresh start, and we take a flexible approach that helps them grow in confidence and independence, preparing them for future success and progression.

A dedicated Learning Support area is available throughout the week, offering one-to-one and small-group sessions. Specialist staff in literacy, numeracy and study skills provide targeted assistance. Depending on individual needs and preferences, students may also receive in-class support, as well as access to workshops focused on confidence-building, social skills and mentoring.

Learning Support at Woking includes:

- Weekly or one-off one-to-one support
- Small group sessions
- Study and revision skills support
- Time management and organisation support
- Proof-reading
- Arranging access arrangements
- "Chill-out" lunch group
- EHCP monitoring and reviews (for students with EHCPs)
- In-class support (for students with EHCPs)
- Mentoring (for students with EHCPs)

Job Description

Post title: Learning Support Administrator

Responsible to: Head of Learning Support

Job purpose: To provide administrative support to the Learning Support department

Job Responsibilities

1. To assist with the identification of learners requiring support through the enrolment process and beyond, and to take the lead in collecting and collating evidence of these needs.
2. To liaise with staff, students, parents and carers and external agencies to obtain accurate information and supporting documentation in relation to students' health and learning needs.
3. To provide general daily admin support, such as sending letters, filing, archiving, taking messages, ordering supplies, taking minutes of departmental meetings and to be responsible for sending out departmental communications to parents and carers.
4. To be responsible for the maintenance of department records of student learning needs and support requirements, and to update spreadsheets and files in the department shared area to ensure that accurate and up to date information is shared across the team.
5. To ensure that student records on the College system are regularly updated with information about students' learning needs including their diagnoses and support strategies.
6. To work with the Exams team, to ensure that exam candidate access arrangements are accurately reflected in exam timetables, ready for the exam sessions.
7. To stay up to date with JCQ requirements and attend relevant training courses in relation to Access Arrangements and to work with the Head of Department, Registry and Exams teams to support the gathering of evidence for access arrangements.



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8. To carry out administrative duties alongside the Access Arrangements Team, when required, including updating student records to show exam access arrangements; ensuring digital files are kept up to date and accurate and in line with inspection requirements; maintaining physical access arrangements files where appropriate; and working with the Exams Officer and Access Arrangements Team to upload access arrangements applications to the central JCQ system.
9. To work alongside the Access Arrangements Team, when required, to book, organise and process the assessment of students for access arrangements.
10. To support the department at Open Evenings twice a year, Taster days and other College events.
11. To staff the learning support study area as required and provide exam invigilation support.
12. To take part in the first aider duty rota (training will be given if not already qualified to be a first aider at work). Carrying a radio, and responding to first aid requests when on rota, and to respond to first aid requests at additional times should the specific duty rota first aider not be available.
13. To act at all times in accordance with the College's Equality & Diversity policies.
14. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding personnel.
15. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
16. To take part in the training programmes provided by the College and agree to the process of professional reviews.
17. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential:

- An interest and commitment to work with young people in a college environment. The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail, particularly with regard to grammar, spelling and number.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- Proficient in the use of Microsoft Office applications, especially Word and Excel, as well as Internet Explorer.

Qualifications:

- Educated to GCSE standard or equivalent.

Desirable:

- Experience of supporting students with learning difficulties/disabilities/medical conditions.
- First Aid at work qualification and experience of being a first aider at work (training will be given if necessary)



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Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere
 - Laptop for all teaching staff

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: [Staff Vacancies](#) Please note that CVs will not be accepted on their own. Applicants must be able to provide evidence of their **Right to Work in the UK** - the College is unable to sponsor work visas.

We would like to see your passion for the role in your **supporting statement**, please use this opportunity to include:

- personal skills and previous experience that are relevant to this role;
- what you will bring to the College community, and reasons why you feel you would be successful in this post;
- Training you have undertaken to enable you to be successful in your current role;
- Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working".

To return a completed application, or for any queries regarding the role or your application, please contact Kirsty Crook via: recruitment@woking.ac.uk

- **Closing date:** 9am, Monday 8 June 2026
- **Interviews:** to be held shortly after the closing date – likely to be w/c 15 June 2026

Shortlisted candidates will be notified and invited to interview, full details of the interview process will be provided, and references will be requested.

All applicants will receive acknowledgement of their application, however, please note that it is not possible to inform candidates who have been unsuccessful at short-listing, due to time constraints.

Safeguarding

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The College encourages all candidates to be familiar with the following documents, which are available to view on the College's [Staff Vacancies](#) page:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2025
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

