

Administrative Assistant School Office





Candidate Letter

Dear Candidate

Thank you for your interest in our Administrative Assistant vacancy. As the first point of call for most visitors, this is a crucial role.

We are a friendly and supportive team of enthusiastic and well-qualified staff, and we are very lucky to work with fantastic students. Staff and students alike are Proud to Belong and Proud to Achieve within our school community. We are looking for team players who share our passion and dedication and who are committed to continuous improvement and professional development.

Our core values of Ambition, Growth, Respect, Community, Excellence and Wellbeing are at the heart of all we do.

Please see the WMAT staff prospectus for details about what our wider Trust can offer you, and visit our school website and Facebook page to get a flavour of who we are and what we do. Please contact us if you have any questions about the role, or if you would like to visit us prior to making an application.

We look forward to seeing you in person.



Clare Talbot
Headteacher





School Information

Proud to belong – Proud to achieve

“Students’ behaviour in lessons and around the school is exemplary. They are kind and respectful towards each other, their teachers and visitors”

“The atmosphere in school is one of calm purpose and enjoyment of learning”

OFSTED, January 2018

Woolmer Hill is a successful 11-16 mixed comprehensive academy based on a wonderful 25 acre site on the outskirts of Haslemere on the Surrey, West Sussex and Hampshire borders. The school attracts students from a wide area including Thursley, Grayshott, Beacon Hill, Chiddingfold, Grayswood, Hindhead, Liphook, Churt, and Farnham, as well as Haslemere itself. We are a growing, over-subscribed and friendly school with a strong and supportive community spirit and inclusive ethos. We have high expectations of all members of our school community.

We have an inclusive approach to educating the whole person, based upon an ethos of mutual respect and active involvement in all aspects of school life. We believe that all members of our school community should be challenged to achieve their full potential. We place a great deal of emphasis on developing independent, life-long learners and work closely with our post-16 partners to ensure that our students have the qualities necessary to succeed in post-16 settings and beyond to university and the workplace. Our students are a wonderful group of young people to work with.

It is important to us that the views and contributions of our students are valued and that they are involved in decisions that affect their school. We have an active House Council and student leadership group, who meet regularly to discuss whole-school matters or to lead their own projects.

We have a House system with four houses, through which we encourage competition in a wider variety of academic, sporting and fun competitions each term. The Houses are led by staff House Leaders, with student House Captains, which affords another great opportunity for student leadership.

We make maximum use of the exceptional resources available to us on the site, including our 25-acre grounds and The Edge sports centre with its large multi-purpose sports’ hall and two flood lit all-weather pitches. The Edge also has fitness suites, a dance studio, an indoor hockey pitch as well as basketball and badminton courts.



Since April 2017, we have been a member of the Weydon Multi Academy Trust (WMAT), which is providing further opportunities for students, and gives staff many opportunities for collaboration. Please see the WMAT staff prospectus for more details. WMAT consists of Woolmer Hill School, Weydon School, The Ridgeway, Farnham Heath End School, The Abbey, The Park School and Rodborough School, with each school contributing its own strengths to the partnership.

We are also an active member of the Waverley Federation, which includes ourselves, Broadwater, Glebelands and Rodborough schools working in partnership with Godalming College. This partnership allows our students to access a range of vocationally related courses at KS4 that the Federation procures from a number of centres including Godalming College and Farnborough College.

The Waverley Federation also supports students in Key Stages 3 and 4 through the STAR project. This is a project, which is intended to support students who struggle with the demands of full-time school based programmes and offers a range of courses and experiences aimed at supporting them to integrate back into mainstream education later in their educational careers.

We offer a wide range of subjects taught by specialist teachers with specialist resources. We organize our curriculum in order to maximise opportunities for our students and ensure a broad and balanced three-year KS3 curriculum. We are organised on a faculty basis with English, Mathematics, and Science at the core.

The vast majority of our Year 11 students continue with full-time education at Sixth Form level, with many going to Godalming or Alton Colleges. Other students pursue their studies at the colleges in Farnham and Guildford.

The staff are the most important resource in any school, at Woolmer Hill, we have an excellent staff team, and both teachers and associate staff make a valuable contribution to the life of the school. The quality of teaching is very good and we work hard to make the experience for the students in the classroom the best that it can be. Teachers are supported by curriculum support staff and technicians. The Admin team encompasses a broad range of administrative roles that enable us to function efficiently as an Academy without over-burdening teachers with administrative tasks. All staff are generous in their use of free time to support individual students, events and activities outside the classroom.

We are a successful school and achieve high standards across the board. We constantly work hard to develop and improve both opportunities and outcomes for all of our students. We have high expectations of anyone who joins our team, but are in no doubt that the professional and personal rewards for those who work with our students are many.

Surrey schools are well known for their standard of academic excellence. Woolmer Hill is no exception. Visit our web site www.woolmerhill.surrey.sch.uk for more information or visit us to see the school in action.



Job Advert

Administrative Assistant Required 1st September 2022

“Pupils’ behaviour in lessons and around the school is exemplary. They are kind and respectful towards each other, their teachers and visitors”

“The atmosphere in school is one of calm purpose and enjoyment of learning”

OFSTED, January 2018

We are seeking a friendly, supportive, efficient and organised administrator to join our expanding team in our oversubscribed and growing school.

Candidates should ideally have experience of working with young people, have excellent communication skills and a good level of education. A high level of confidentiality will also apply to this role.

Duties will include:

- Reception, dealing with queries in person, on the telephone or by letter/e-mail
- General administrative duties - letters, spreadsheets, photocopying, and filing
- Recording and booking of staff training
- Recording and monitoring stationery and administrative supplies
- Update staff handbook under the direction of the Office Manager
- Recording income and handling of cash for educational purchases when required
- First point of contact for School Lettings
- First Aid

If you have the following, we would love to hear from you:

- The ability to communicate in a warm and professional manner with parents and visitors both in person and on the telephone
- The ability to work under pressure, prioritise workload and cope with many interruptions
- Good ICT skills including Microsoft Office. Knowledge of Tucasi or Arbor would be an advantage
- Good standard of education, including Maths and English at GCSE Grade C or above, or equivalent
- A positive, "can do" attitude, the ability to work as part of a team but also willing to use own initiative
- The ability to be discreet and a good understanding of safeguarding and data protection
- A flexible approach to additional working when required

We can offer you:



- Fabulous pupils!
- A friendly and well-motivated staff team who work collaboratively to meet the needs of all pupils at Woolmer Hill School
- Opportunities to work and train across the Trust

We are looking for someone who will be available for 26 hours over 4 days per week, term time only (39 weeks), 08:15-15:15 Mon-Fri.

We are an 11-16 Academy of 800 students, situated in a fantastic location on the outskirts of Haslemere. Haslemere lies in Surrey, on the border with Hampshire and West Sussex and we have excellent road and rail links to neighbouring counties. We are situated just 3 minutes' drive off the main A3 and we are also fortunate to have a train station in Haslemere on the mainline from Portsmouth to London Waterloo. This makes us very accessible from the South Coast or outer London areas by train or car.

Application and equalities monitoring forms need to be submitted to hr@woolmerhill.surrey.sch.uk

Salary:

WA2 6-9

£17,832 - £19,128 (FTE)

£11,079- £12,099 (actual)

Benefits:

Health insurance provided for all staff

Closing date for applications:

Friday 1st July at 9am.

Start date:

1st September 2022

We reserve the right to interview early if we receive suitable applications, so please apply early to avoid disappointment!

Woolmer Hill is committed to safeguarding and promoting the welfare of children and equality and diversity in all aspects of employment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

WMAT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.'



Job Description

JOB PURPOSE

To provide a welcoming, friendly and helpful service to the school, work with the Administration Manager on the switchboard and in the reception area to ensure efficient and effective communication. To undertake a range of administrative duties in support of the school staff, under the immediate supervision of the Administration Manager.

KEY ACCOUNTABILITIES

- Assisting the Administration Manager in providing a reception service dealing with incoming and telephone calls.
- Assisting the Administration Manager, Headteacher's PA/Premises & Operations Manager with general administrative tasks and photocopying
- Administrative support for all members of staff
- Responsibility for stationery/administrative supplies

TASKS

These tasks serve to indicate the range of duties and level of responsibilities involved. Although the list is not exhaustive and may include other duties, which may reasonably be regarded as within the nature of the post as defined. Any changes of a permanent nature shall be incorporated into the job description in specific terms.

Reception

- Operate the school telephone switchboard, and deal with routine queries as appropriate.
- Make telephone calls on behalf of the Headteacher and staff.
- Welcome visitors and respond appropriately to their requests.
- Deal with routine queries in accordance with established policy and practice.
- Ensure where appropriate, visitor's DBS documentation is checked.
- Checking emails and dealing with queries arising.
- Receive deliveries and direct caretaking staff for departmental delivery.



IT and Word Processing

- Ensure that correspondence prepared on behalf of the staff is produced promptly and in accordance with the school's adopted 'house style' and that other documents are prepared to a high standard and distributed within required deadlines and in accordance with normal procedures.
- Prepare whole school documents in particular, homework booklets and information booklets for staff and parents.
- Produce mail merges from various databases including Arbor, Excel and Word.
- Update Staff Handbook under direct supervision of School Secretary
- Create and maintain spreadsheets
- Assist the Administration Manager with maintenance of the Arbor pupil and staff databases.
- Update Arbor pupil and staff data.
- Produce reports, timetables and other information requested by staff.

General Duties

- Co-ordinate invitations and letters for events.
- Receive post and disseminate to staff.
- Proof read documents.
- Prepare external post.
- Maintain pupil files.
- Any other reasonable request as requested by the Headteacher.
- Photocopying service
- First Aid (as part of a team)
- Recording and monitoring stationery and administrative supplies placing orders for replenishment when required.
- Record and book staff training as required by the Assistant Headteacher and in liaison with the Finance Department.
- Assist at other schools within the Trust when required.
- Attend prescribed training



Person Specification

Person Specification Administrative Assistant		
	Desirable	Essential
Education and training		GCSE grade C /4 or equivalent in at least English and Mathematics
	Knowledge of Arbor	Ability to use a range of IT applications; Microsoft Office – Word, Excel, Outlook, Publisher and Power Point
	First Aid certificate	
Experience	Experience of working in a school environment	Experience of working in a busy office environment
Abilities and skills	ability to analyse tasks and how they may be best achieved	Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines
		Good oral and written communication skills, and an eye for detail
		Motivational skills
		Ability to relate in a friendly but firm way with a wide range of personalities
		Ability to maintain confidentiality inside and outside the workplace
		Ability to work to tight deadlines with accuracy
Personality		Enjoy working as part of a team
		Supportive of colleagues
		Patient
		Adaptable
		Enjoy varied workload
		Sense of humour
		Flexible in approach to work hours