

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA
Head of Upper School: Mr. Tom Phillips
Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ
Head of Lower School: Mr. Kevin Atkinson
Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



ADMINISTRATION AND CAREERS ASSISTANT INFORMATION PACK

Permanent Vacancy

28.8 hours per week, Term Time plus 4 inset days

**Salary – Scale 5, spinal point 12 – 17 plus Outer London Weighting (£30,899 -
£33,323 pro rata)**

circa £21,806 – £23,517 (inclusive of Outer London Weighting) pay award pending

Required from: September 2026

Closing date: noon on Tuesday 7th July 2026

Interviews: w/c 13th July 2026



We **'ARE'** Preston Manor School
Ambition | Responsibility | Excellence



Welcome to Preston Manor School

I am proud to lead our wonderful all-through school as we continue our journey, making every young person's school experience memorable by striving for excellence.

Our school is a vibrant, happy school where our young people join us in Reception and can stay with us all the way through until the end of Year 13. It is truly a unique experience that we have to offer and one that is centred on our strong partnership with our students and their families, realising each individual's potential.

Our school is part of our community - and our community shares the pride that we have in our performance. We have consistently high performance in our public examinations as well as providing many opportunities outside the classroom to develop and nurture our young people as we prepare them for 21st Century society.

We are an inclusive school where every individual is valued and diversity is celebrated. We are committed to equality of opportunity, and we are rightly proud of our caring and nurturing ethos. Visitors to our school always comment on how warm, friendly and welcoming our school is.

At Preston Manor we seek to provide an education that enables our students to gain university places of their choice, the desire to continue lifelong learning, the skills needed to be successful in the workplace, and the ability to be emotionally aware. It is our ambition for students to leave us well-prepared to be an active citizen of both today and the future.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher



Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

Preston Manor School

Established in 1938, Preston Manor School is a thriving, inclusive all-through school serving its local community. It operates across two sites, with a Lower School (Reception to Year 6) and an Upper School (Year 7 to Sixth Form), supporting students throughout their entire educational journey.

The school has a committed staff and Governing Body alongside a supportive parent body. The school is known for strong academic performance, consistently exceeding national averages, and for its commitment to developing well-rounded individuals. With extensive outdoor space, students benefit from both academic and outdoor learning opportunities.

At its core, the school promotes three key values:

1. **Ambition** – encouraging students to aim high
2. **Responsibility** – fostering accountability for self and others
3. **Excellence** – striving for the best outcomes for everyone

The role

Preston Manor is looking to recruit a proactive and innovative individual to assist in delivering excellent services within the school's Administration and Careers support function.

The successful candidate will need to:-

- Demonstrate an understanding and commitment to Preston Manor's Equal Opportunities Policy
- Skilled in the use of Microsoft Office package, at intermediate level or above, in a work environment
- Demonstrate the ability to review processes and through use of technology, identify improved ways of working
- Experience of working in a busy office (preferably in a school environment)
- General experience of administrative tasks (filing, record keeping etc.)
- Have the ability to work with a broad range of software applications
- Demonstrate a positive and professional commitment to customer care
- Have excellent oral and written communication skills
- Be prepared to alter their working arrangements to meet the business needs when necessary
- Be committed to their continuous professional development
- Work equally well either as a team member or under their own initiative
- Support in the delivery of an effective Careers Education Programme and offer admin support across the school
- You must be proactive, an all-rounder with the ability to work efficiently within a pressurised environment and maintain a professional approach to your work at all times
- It is essential that you are capable of working on your own initiative and as part of a team, applying excellent attention to detail
- Be willing to train as a first aider
- Excellent organisational skills and a flexible working attitude are both essential
- Excellent communication, time-management skills and the ability to work under pressure is also essential for the role

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Application Process

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email hadmin@preston-manor.com or download the pack from our website at <https://www.preston-manor.com>

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

JOB PURPOSE

Strategic Purpose

- Work under the direction of the Administrative Strategic Lead and the Careers Lead
- Provide excellent customer service for a large volume of school and community visitors, both face-to-face and on the telephone
- Under the direction of the Administrative Strategic Lead, provide administration and organisational support to curriculum and pastoral areas across the school
- Ensure effective use of the schools ICT systems, e.g. SIMS, Go4Schools to support the work within the role
- Support in the delivery of an effective Careers Education programme, across all Year groups
- Lead and support in the co-ordination of careers' fairs and drop-down careers' days, targeting specific year groups or identified students

Main duties and responsibilities

- Provide general administration support such as sorting and organising stock, arranging photocopying, placing orders, assisting with displays (both creating and maintaining) and ensuring that the departmental base is kept safe and tidy
- Provide administrative and organisational support to curriculum and pastoral areas across the school as directed by the Administrative Strategic Lead
- Ensure effective use of the school ICT systems, e.g. SIMS, Go 4 Schools, to support the work undertaken within the role
- Use ICT software, such as Word, Excel and PowerPoint to produce documents and reports as required
- Provide Reception cover as and when the need arises
- Work with the Careers' Lead to ensure that the curriculum and extra-curricular activities address all of the Gatsby Benchmarks
- Assist in careers assemblies when requested
- Support and promote a structured programme of career education to raise students' aspirations
- Plan individual careers' interviews with the careers adviser for students ensuring impartial/independent careers advice
- Record and track interviews
- Support with Tracking Careers Education, Information, Advice, and Guidance (CEIAG) provision for Pupil Premium students, and students at risk of being Not in Education, Employment or Training (NEET)
- Support with monitoring, recording and communicating Post-16 destination information to relevant members of the school community/Local Authority
- Build upon the database of contacts with a range of individuals, employers and organisations willing to share information and offer support in careers
- Support trips to relevant businesses and events e.g. skills show, enterprise week, national apprenticeship week
- Organise careers questionnaires and provision of feedback to support reflective practice
- Support with the maintenance of accurate records
- Carry out all duties with due regard in accordance with the policies of the department
- Undertake continued professional development

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

SAFEGUARDING / CHILD PROTECTION

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- English and Maths GCSE Grade A* - C or equivalent
- Successful experience of using IT applications, including Microsoft Office and Google Suite

Desirable

- Degree

KNOWLEDGE AND EXPERIENCE

Essential

- Good communication, administration and organisational skills
- Knowledge of strategies to improve careers provision
- Good interpersonal skills and ability to communicate effectively verbally, in writing and face to face with the ability to develop effective working relationships with others and the wider community
- Ability to prioritise own workload and work to challenging timelines/work independently demonstrating strong organisational skills

Desirable

- Knowledge of SIMS software or equivalent
- Experience of organising cross curricular activities / events
- Experience of working with outside agencies to coordinate events
- Comprehensive understanding of the Gatsby Benchmarks
- Knowledge of the curriculum and its delivery in schools
- Experience of delivering individual or small group-based information and/or support sessions
- Trained in First Aid or willingness to train as a First Aider

SKILLS AND ABILITY

Essential

- High expectations of themselves and others they work with
- Imaginative with the ability to relate well to students
- Excellent skills in communication, organisation and administration
- Ability to liaise successfully with outside agencies and parents
- Ability to work to agreed deadlines and to prioritise tasks, exercise initiative and work independently, accept direction and think on one's feet

- Demonstrate high levels of confidentiality
- Ability to demonstrate a flexible attitude and approach to tasks
- Maintenance of school's databases (i.e. data input/retrieval) and ability to manipulate data into charts and reports
- Excellent organisation and time management skills
- Ability to cope with unexpected situations

EQUAL OPPORTUNITIES

Essential

- Commitment to School policies
- Committed to the promotion of equal opportunities