

# Administration Assistant

**Permanent, 39 weeks (term-time plus INSET days)**

**SCP D4 – D5 £21,565 to £21,906 actual salary**

**37 hours per week (full-time) Monday to Friday**

**Working hours; 8am to 4pm or 8.30am to 4.30pm (with 30-minute break and one earlier finish)**

**Closing Date: Tuesday 6 January 2026**

**Interviews: Tuesday 13 January 2026**

**Start date: ASAP**

Evergreen School is a special school with two purpose-built campuses in Warwick. We have over 280 wonderful children and young people enrolled who are aged 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

We are looking for an enthusiastic and self-motivated Administration Assistant to join our admin team at the Brittain Lane campus. You may have worked in a school office previously, or have gained your administration experience, knowledge and skills elsewhere.

**This school 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 subject to an enhanced DBS disclosure (with child's barred list check). References and online checks will be completed at shortlisting stage.**

## We will offer the successful candidate:



If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please **complete the online application form**. Please ensure that you refer to the criteria in the person specification when you complete your application.

<https://www.evergreenschool.co.uk/about-us/vacancies/>

*\*please note, CV's are not accepted, see attached Recruitment Pack for further information*

## About our School

Evergreen School is an all-through community special school across 2 separate campuses in Warwick. We have over 280 children and young people on roll ranging in age from 4 to 19 years old. Although our campuses aren't strictly split by age, our Deansway Campus provides for predominantly primary-aged children and our Brittain Lane Campus provides for secondary-aged children and young people.

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible pupils. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

*"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Executive Head Teacher)*

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses, and a pastoral team that work across the campuses. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals support the work of the teaching team.

Our pupils benefit from a broad range of educational resources and learning spaces. At our Deansway Campus, we have a swimming pool which is equipped with a sensory multi-media system, brand new outdoor play area, a soft play room, cookery rooms and sensory room. We also have a fantastic forest school site, and eco project which is a shared provision with the Woodloes Primary School next door. Our secondary campus also has a hydrotherapy pool, gym, music bus, two fantastic forest school spaces, sensory garden and Community Book Café open to the public.

Evergreen School is part of the Warwick Schools Foundation Multi Academy Trust. Sponsored by Warwick Schools Foundation, the Trust and the Foundation have shared values and ethos, with a particular focus on enabling pupils from the schools to work together. The Trust builds on the strong relationships established with partner schools over recent years, enabling the sharing of experience and opportunities which enrich learning and outcomes.

**We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, an enhanced DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references at the shortlisting stage. One reference must be from your current employer and from the Headteacher (if from a school).**

***We live and breathe our vision of:***

***"putting our children, young people and families at the heart of everything we do."***

# Job Description

## Role Profile

Job Title:	<b>Administration Assistant</b>		
Salary Grade:	<b>Scale D</b>	JEID	<b>CO336</b>
School:	<b>Evergreen School</b>		
Primary Location:	<b>Evergreen School</b>		
Responsible to:	<b>Senior Administrator</b>		
Responsible for:			
Purpose of Role	<p>Provides a full receptionist service and clerical support to the school. Work is governed by established processes/procedures. Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from a senior member of staff.</p> <p>The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.</p> <p>The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.</p> <p>The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information</p>		
Responsibilities	<p><b>A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices</b></p> <p><u>Reception:</u></p> <p>Ensure reception area is welcoming and tidy.  Receives visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes)  Showing visitors around  Deal with routine enquiries, providing general information about the school and its activities – in person, by phone and email.  Be a first point of contact for students/pupils requiring help/support and referring them to other appropriate staff in school</p> <p><u>Office duties:</u></p> <p>Handle incoming mail, ensuring appropriate distribution  Handle outgoing mail by posting mail and maintaining records of postage  Ensure supply of and maintain stationery and office supplies</p>		

Maintain records / files / data bases, inputting and retrieving information  
Undertake routine clerical activities/duties, eg Photocopying, filing, email, and completing forms  
Maintain petty cash system  
Undertake word processing, produce standard letters – amend with up to date information (eg letters to parents re events in school), produce documents from drafts  
Prepare registers and absence forms, ensuring relevant information is disseminated promptly re: absences  
Assist with production of school newsletter  
Distribute documents and materials within the school  
Arrange meetings

*Financial:*

Collect, count and record dinner money  
Using Access Finance, create orders as authorised by the School Business Manager  
Input expenses

*Other:*

Liaise with parents to notify of sick child

### **Other Professional Requirements**

- Undertake training as considered appropriate to the needs of the post
- Undergo staff performance and review scheme interviews as part of continuing professional development.
- Any other reasonable duties at the discretion of the Headteacher / Senior Leadership Team

## Person Specification

**The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.** Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By;

Minimum qualification in English and Maths as follows: GCSE Grades A-C, CSE level 1 or O Level grades A-C, or equivalent abilities	<b>A,D,T</b>
Able to communicate and exchange information verbally and in writing, with a range of audiences.	<b>A,I,D</b>
Word Processing qualifications (NVQ, CLAIT, ECDL or equivalent knowledge/skill)	<b>A,D,T</b>
Knowledge of ICT packages including Microsoft Word, Excel	<b>A,D,I,T</b>
Experience of office administration and relevant equipment	<b>A,I,T</b>
A commitment to keeping children and young people safe.	<b>A,I</b>
Good numeracy skills to be able to undertake straightforward calculations.	<b>A,I,T</b>
Be able to write letters, and handle/record cash	
Be able to stay calm and (on occasion) deal with difficult visitors	<b>A,I,T</b>
Excellent organisational skills	<b>A,I,T</b>
Ability to prioritise own workload and work with minimal supervision	<b>A,I</b>
Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis.	<b>I,T</b>
Able to deal with unexpected problems/situations and apply a solution	<b>A,I,T</b>
Be aware of and comply with school policies and procedures (eg. Child protection, equal opportunities, health & safety, data protection, confidentiality)	<b>A,I</b>
Can maintain confidentiality at all times	<b>A,I</b>
Successful applicant will be subject to a enhanced DBS check (with child's barred list) before the appointment can be confirmed	<b>A, I &amp; D</b>

### Desirable Criteria

Assessed By;

Experience of working in a school office	<b>A,I</b>
Experience of operating SIMS/FMS or equivalent databases	<b>A</b>