



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Administration Assistant (Compliance and Clerk to Governors)

Required September 2025

Scale 5, point 9 - 12

(Full Time Equivalent £26,409 - £27,711+ £1013 Fringe)

37 hours per week

40 weeks per year (Includes one week holiday work and one-week CPD)

Actual Salary Pro Rata - £24,088 - £25,231

Part time applications are welcome

We are seeking to appoint a well organised, efficient and motivated individual, who is able to maintain a calm, friendly and professional manner in a school environment to join our hardworking support staff.

The post holder will be required to provide administration support to the Headteachers PA and Clerk to Governors. (The meetings occur outside of school core hours and the postholder will be required to attend to take minutes. Working hours will be adjusted accordingly)

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net.

If you require additional information please contact recruitment@westhatch.net

Closing date: Wednesday 25th June 2025 at 9am

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date.
Therefore, early applications are encouraged.



West Hatch High School

| | |
|-------------------------|------------------------------------------------------------------------------------------|
| JOB DESCRIPTION: | Administration Assistant (Compliance and Clerk to Governors) |
| Responsible to: | Headteacher |
| Line Manager: | Headteacher's PA |
| Grade: | Scale 5, point 9 - 12 |
| Hours: | 37 hours per week 40 weeks per year (Includes one week holiday work and one-week CPD) |

Purpose of Post:

To provide administrative support to the Headteachers PA and the Senior Leadership Team

Main Duties and Responsibilities:

- Provide administrative support to the Headteacher's PA as required ensuring efficient and effective support for the school (including preparing the weekly bulletin, updating the school calendars, updating policies and preparation for the Yr.7 Graduation)
- Attend and minute any meetings as required.
- Provide administration support for GDPR, to obtain and record relevant information required to process SAR and FOI requests.
- Maintain accurate records in various databases including tracking and identifying staff training needs as they arise in line with Health and Safety.
- Organise and arrange functions, meetings and conferences including refreshments as and when required.
- Deal with routine calls on behalf of the Headteacher and Headteacher's PA.
- Attend and minute Governor meetings (which take place outside of the school core hours) and provide support to the Governing Body.
- Provide administrative support to the Senior Leadership Team.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.
- Effective time management & planning
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.



Person Specification
Administration Assistant
(Compliance and Clerk to Governors)

| General heading | Examples | Essential | Desirable |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Knowledge and Experience | Ability to prioritise workload and respond to changing demands | ✓ | |
| | Experience of providing excellent customer service | ✓ | |
| | Knowledge of relevant education policies and procedures | ✓ | |
| | Understanding of basic learning strategies for developing | ✓ | |
| | Experience of working within a school environment | | ✓ |
| Skills, Knowledge and Abilities | Exceptionally organised with strong time management skills | ✓ | |
| | Capacity to work under pressure, meet deadlines and effectively organise priorities | ✓ | |
| | Good IT skills | ✓ | |
| | Verbal and written communication skills to communicate effectively | ✓ | |
| | Ability to relate to and work well with students and adults | ✓ | |
| | Work constructively as part of a team, understanding classroom roles and responsibilities as well as your own position | ✓ | |
| | Dealing with difficult situations and problem solving | ✓ | |
| | Ability to maintain a professional and flexible approach | ✓ | |
| | Ability to maintain accurate records and meet deadlines | ✓ | |
| | Have a proactive attitude and know when to seek advice | ✓ | |
| | Be able to demonstrate initiative | ✓ | |
| | Ability to enforce sustained study condition in relevant areas | ✓ | |
| | To be able to treat students with mutual respect | ✓ | |
| | Able to deal helpfully, politely and tactfully with colleagues, parent, pupils and staff | | ✓ |
| | | | |
| Qualifications and Training | GCSE English and Maths, Grade C or equivalent | ✓ | |
| | Good level of competence in Microsoft Excel and Word | ✓ | |
| | Participate in development and training opportunities | ✓ | |
| Personal attributes | High integrity and openness combined with a commitment for good governance | ✓ | |
| | Strong verbal and written communication skills | ✓ | |
| | Ability to work autonomously as well as part of a team | ✓ | |
| | Commitment to own personal development | ✓ | |
| | Commitment to enhancing the experience of Sixth Form students | ✓ | |

| | | | |
|--|--------------------------------------------------------------|--|---|
| | Team player, personable, approachable with a sense of humour | | ✓ |
|--|--------------------------------------------------------------|--|---|