

Shevington High School

Administration / Reception Assistant

Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that “life is what I make it!”



Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”

Life is what you make it!

WELCOME TO OUR SCHOOL

Message from the Headteacher

Many thanks for your interest in this post. We hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years, the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school. We have 178 students in all years and are currently oversubscribed with a waiting list in Year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington in that we put the student at the centre of learning through the delivery of high quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 9 years on Student Agency in Learning in conjunction with Kunskapsskolan Schools (Sweden) for which we have been recognised as a KED inspired school.

The school has a robust teaching and learning strategy incorporating digital devices and using Google Classroom to enhance student learning. A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.



Administration/ Reception Assistant

35 hours per week, term time only
(Monday – Friday 08:45 – 16:15hrs)

Salary: G4 (scp 5-8)
£20,191 - £21,170 term-time pro-rata
(pay award pending)

Required as soon as possible

Closing date: Sunday 5th July 2026

Interviews: To be confirmed

We are looking for an enthusiastic, highly organised and proactive Administration Assistant to join our dedicated School Office team.

Working under the guidance of the Senior Admin Officer, you will play a vital role in ensuring the smooth and efficient day-to-day operation of the school office.

As a key member of our administrative team, you will be the welcoming face of the school and the first point of contact for parents, pupils, visitors and external agencies. Managing our reception area, you will deliver a professional, responsive and customer-focused service, ensuring enquiries are handled efficiently and effectively.

We are seeking a positive and dependable individual who thrives in a busy environment, enjoys working as part of a team and takes pride in delivering high-quality administrative support. You will have excellent communication and interpersonal skills, a strong attention to detail, the ability to maintain confidentiality, and the confidence to build positive relationships with pupils, parents, colleagues and visitors. Above all, you will be a professional role model who reflects the values of our school.

Applicants should hold a minimum of three GCSEs (or equivalent), including English and Mathematics. You will possess strong ICT, organisational and administrative skills, with the ability to manage competing priorities, work accurately under pressure and meet deadlines.

Previous experience in an administrative role or a customer-facing environment would be beneficial; however, we welcome applications from motivated individuals with transferable skills, a positive attitude and a willingness to learn. Full training and support will be provided for the successful candidate.

Further information about the role, including the key responsibilities, skills and experience required, can be found in the job description and person specification below.

Salary & Benefits

In return, we offer:

- Children of staff are included as one of the priorities on our admissions criteria for those wishing to support an application for their child to the school.
- Enhanced Induction for all new staff
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team and School Workload Charter

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2025.

Applications to be returned to Lisa Thompson on email at lthompson@shevingtonhigh.org.uk or returned to the School Office for the attention of Lisa Thompson.

Administration/Reception Assistant Job Description



<p>Job purpose:</p>	<p>The Administration Assistant plays a key role in supporting the effective day-to-day operation of the school by providing high quality administrative, reception and student support services. As the first point of contact for many visitors, parents, pupils and external agencies, the postholder will contribute to creating a welcoming, professional and efficient environment that reflects the values and standards of the school.</p> <p>Working as part of the administration team and under the direction of the Senior Admin Officer, the successful candidate will provide a wide range of administrative support across reception, student services and school operations. The role requires excellent organisational skills, attention to detail, strong communication skills and the ability to manage multiple priorities while maintaining confidentiality and professionalism at all times.</p> <p>The Administration Assistant will contribute to the smooth running of the school, supporting colleagues, pupils and families, and helping to ensure that administrative systems and processes are delivered efficiently and effectively in support of outstanding educational outcomes.</p>		
<p>Reporting to:</p>	<p>Senior Admin Officer & School Business Manager</p>		
<p>Responsible for - Staff</p>	<p>None</p>		
<p>Liaising with:</p>	<p>Headteacher, Governors, Senior Leadership Team, other teaching and non-teaching staff, LA, pupils and visitors to the school, Local Authority</p>		
<p>Grade of post:</p>	<p>G4</p>	<p>Gauge ref:</p>	
<p>Disclosure level:</p>	<p>Enhanced</p>		
<p>Job Outline</p>			
<p>Administrative Services</p> <ul style="list-style-type: none"> • Act as the first point of contact for parents, visitors, pupils and external agencies, providing a welcoming, professional and efficient reception service. • Manage visitor sign-in procedures in line with safeguarding and security requirements. • Answer telephone calls promptly and professionally, recording and communicating messages accurately through the school's communication systems. • Provide hospitality and refreshments for visitors, meetings and events as required. • Support with the organisation and administration of Parents' Evenings, open events and other school functions. 			

- Deliver a comprehensive reprographics and printing service, ensuring the timely production of teaching, learning and promotional materials.
- Co-ordinate and schedule visits from the school nurse, photographers, partner schools, parents/carers and other external stakeholders.
- Maintain, update and monitor manual and electronic records, databases and management information systems, ensuring accuracy and confidentiality.
- Administer the online Parents' Evening system, including appointment scheduling, responding to parental enquiries and producing post-event reports and analysis.
- Support the administration and operation of the school's Bike Library scheme.
- Liaise with transport providers and taxi services to arrange and monitor pupil transport requirements.
- Support the Senior Administrative Officer with the preparation and administration of correspondence, data entry, exclusions, personnel documentation, governing body meetings and other administrative functions as required.
- Process incoming and outgoing mail, including daily postal collections and distribution across the school.
- Take accurate notes and minutes for meetings when required.
- Provide administrative support to colleagues within the school office team as directed by the Senior Administrative Officer.

Student Support/Services

- Support the administration of admissions processes, student records, attendance monitoring and examination arrangements.
- Provide administrative assistance within Student Services to support pupil welfare and engagement.
- Work collaboratively with the IT team to coordinate the daily issue, return and tracking of student Chromebooks and other devices.
- Provide first aid and pupil welfare support, liaising effectively with parents/carers, staff and external agencies where appropriate.
- Maintain accurate records relating to student welfare, attendance and first aid incidents.
- Undertaking student supervision duties (e.g. morning duty at the front of school)

General Responsibilities

- Consistently promote and uphold the school's vision, values and strategic aims.
- Contribute to the wider life, ethos and success of the school.
- Build and maintain positive, professional relationships with pupils, parents, colleagues, governors, visitors and external partners.
- Deliver excellent customer service and contribute positively to the reputation of the school.
- Develop constructive working relationships with external agencies and professionals to support pupils and school operations.
- Seek opportunities to improve administrative processes and the quality of services provided.
- Comply with all school policies and procedures, including those relating to safeguarding, child protection, health and safety, confidentiality, data protection and equality.
- Be proactive in identifying and reporting safeguarding concerns in accordance with school procedures.
- Attend and actively participate in meetings, training programmes and professional development activities as required.
- Undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the Senior Administrative Officer or School Leadership Team.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff, review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Administration/Reception Assistant

Person specification

A. Experience	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using a range of computer packages e.g., Word, Excel	E		I
Experience of undertaking a range of routine clerical tasks	E		I
Experience of producing letters and other relevant documentation to a high standard	E		T
Experience of using internet, sending/ receiving email	E		I
Experience of working in a school office environment		D	A
First Aid experience		D	A
Experience in using the SIMS information Management system		D	A
Experience using the attendance module on the SIMS management system		D	A
Experience of using a wide range of reprographic material in a fast-paced environment	E		A

B. Training & Qualifications	Essential	Desirable	Source
5 GCSE grade C or equivalent relevant experience (including Mathematics & English)	E		A
NVQ level 2 in Business Administration or relevant experience or willingness to work towards it relevant previous	E		A
Willingness to obtain basic first aid certificate	E		I
Willingness to undertake further relevant appropriate training as required	E		I

C. Knowledge & Understanding Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.	Essential	Desirable	Source
Knowledge of general office procedures	E		I
Understanding of basic school office duties	E		I
Working knowledge of reprographic equipment		D	I
Knowledge of school related office procedures		D	I

D. Personal Skills, Abilities & Competencies	Essential	Desirable	Source
Applicants should be able to provide evidence that they have the necessary skills and abilities required.			
Ability work under supervision and as a team member	E		I
Ability to complete tasks to deadlines	E		I
Good communication skills to respond to general enquiries	E		I
Ability to work effectively as part of a team and individually.	E		I
Ability to take messages accurately and pass them on to the relevant person	E		I
Ability to respond to and resolve routine problems	E		I
Ability to build and maintain successful relationships with staff, students, parents etc. based on mutual respect and consideration	E		I
Ability to work collaboratively with colleagues and partners beyond the school	E		I
Commitment to and ability to promote a positive ethos within the school	E		I
Ability to work in accordance with the school's health & safety policies	E		I
Excellent attendance and punctuality	E		R
Awareness of 'customer care' role; responsive and proactive approach to meeting the needs of students, parents, colleagues and visitors	E		I
Willingness to seek expertise, guidance and advice when necessary	E		I
Commitment to promoting the school in the local and wider community	E		I

E. Legal Issues	Essential	Desirable	Source
Legally entitled to work in the UK	E		A