



# THE BEWDLEY SCHOOL

We fly with our own wings

## ADMINISTRATIVE ASSISTANT

Scale 3 - SCP5-6 £20,642 - £20,987

37 Hours Per Week plus 5 training days

Permanent – Term Time Only

### Required as soon as available

Required from November 2024

We are seeking an Administrative Assistant with First Aid Responsibility based in our Medical Suite, supporting our 1000 students, as well as providing support to our Administration Teams at whole school level. The role will include co-ordinating of records and providing medical support to students, along with providing basic school administration as required.

The successful candidate will have exceptional interpersonal and communication skills, suited to working in a calm and purposeful school environment.

The role will include a wide range of tasks and responsibilities including:

- Providing First Aid as necessary
- Managing First Aid policies / records and supplies
- Organisational support for school activities and events
- Contacting Parent/Carers
- Proofing of policies and procedures.

A good standard of education and excellent computer skills will be needed. Previous first aid qualification is desirable, but not essential. The school is vibrant and friendly with an atmosphere of optimism and a 'can do' attitude. The successful candidate is assured full support for the professional development of their skills and aptitudes.

We seek a colleague who has:

- Exceptional energy and enthusiasm
- Good organizational capacity
- A strong work ethic
- The optimism to imagine a better future

The Bewdley School, serving the Georgian town of Bewdley and on the banks of the River Severn, is a fully inclusive and comprehensive school performing well in national examinations and offering a broad and balanced curriculum. Students are hungry to learn, and the school is warm and welcoming. If you would like to work with skilled colleagues in a supportive environment, where you are free to develop your professional skills, please apply.

*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. The successful candidate will undertake an Enhanced Disclosure via the DBS, where appropriate.*

### Head Teacher Dave Hadley-Pryce BSc MSc FRSA

The Bewdley School, Stourport Road, Bewdley, Worcestershire DY12 1BL

Telephone: 01299 403277

Email: office@bewdley.worcs.sch.uk - Web: www.bewdley.worcs.sch.uk



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**To apply, please complete a non-teaching application form found at:**

<https://www.bewdley.worcs.sch.uk/wp-content/uploads/2022/11/Maintained-School-application-form-SUPPORT-STAFF-updated-Sept-2022.docx>

**Applications to be sent to: [lol@bewdley.worcs.sch.uk](mailto:lol@bewdley.worcs.sch.uk) CVs will not be accepted.**

**Vacancy open until position filled.**

**Head Teacher Dave Hadley-Pryce BSc MSc FRSA**

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