



THE BEWDLEY SCHOOL
Learning for Life - Achievement for All

The Bewdley School,
Stourport Road,
Bewdley,
Worcestershire,
DY12 1BL
Telephone 01299 403277
office@bewdley.worcs.sch.uk

Age range: 11 – 18

NOR: 990

Administrative Assistant

Scale 3: Pt5: £16,807 – Pt6: £17,142 per annum for 37 hours term-time only.

Required for September 2022.

We are seeking a full-time (37 hours per week) Administrative Assistant with First Aid Responsibility to work 38 weeks per year being based in our Medical Suite, supporting our 1000 students, as well as providing support to both our Data and Administration Teams. The role will include co-ordinating and providing medical support to students, along with providing basic school administration.

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:

- Supporting Data Manager with creation of marksheets, data entry and school reports
- Providing First Aid as necessary
- Supporting in HR administration
- Organisational support for school activities and events

Previous experience working in a school and use of SIMS Management Information System is desirable. A good standard of education and excellent computer skills will be needed. 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.

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.

Closing date for applications: Open until the post is filled

A non-teaching application form can be found at: <https://www.bewdley.worcs.sch.uk/life-at-bewdley/vacancies/>

Website: www.bewdley.worcs.sch.uk

Email: lol@bewdley.worcs.sch.uk