



The
**Bulmershe
School**
INSPIRING POTENTIAL.
ACHIEVING TOGETHER.



VACANCY INFORMATION PACK

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INSPIRING POTENTIAL
ACHIEVING TOGETHER



The Bulmershe School is a heavily oversubscribed school which sits at the heart of the Woodley community. We are a mixed, [Corvus Learning Trust](#) Academy school of nearly 1,500 students, aged between 11 and 18, who come from diverse backgrounds and cultures. Our vibrant and inclusive school strives for students to be happy, self-confident and aspirational learners and thinkers. We take enormous pride in our caring reputation and anyone who joins our team should be committed to achieving high levels of responsibility, mutual respect and resilience within the safe and nurturing environment of our school community.

When a child begins their journey with us it is our priority to secure them the best possible start. We achieve this by providing excellence in their academic studies, pastoral care and in the diverse and enriching opportunities provided outside the classroom. We have the highest expectations of all our students across each aspect of school life and we work hard to develop these values in every student:

RESPECT



RESPONSIBILITY



RESILIENCE



SAFETY

Our core values are embedded throughout school life and serve as a reminder to how we expect all of our community, staff and students to conduct themselves throughout their time at The Bulmershe School, in order to be the best version of themselves.

We understand that it is great teachers combined with great support staff that results in students who excel. Our invaluable team of support staff are equally responsible for the welfare and development of our learners and hold the key to the effective running of our school. They provide a wealth of knowledge, skills and experience that benefits the whole school community.

We recognise that a school's success is not based solely on its academic achievements and we provide a means for our students and staff to explore other interests, develop new skills and strengthen friendships. During the last 6 years, we have seen significant investment in the school campus. In 2015 the school opened its new 400 seat, fully-equipped auditorium, supporting the schools thriving performing arts faculty and the wider community with this modern multi-use venue. Last summer the school completed £600,000 worth of refurbishment around the site and recently Wokingham Borough Council opened its £14 million leisure centre in the school campus. The new leisure centre includes a 4-court sports hall, a 6-lane swimming pool and a teaching pool with a moveable floor. The Bulmershe School has exclusive use of this outstanding facility during the school day and during our after-school extra-curriculum timetable.

We believe that The Bulmershe is a school where you can really make a difference and we look forward to your application.

Amanda Woodfin
Headteacher





KEY INFORMATION

37 hours per week

Term time only

Grade 4 Salary: actual pay
£20,272 - £21,679 (depending
on experience)

To start: ASAP

CURRENT OPPORTUNITY:

ADMINISTRATIVE ASSISTANT

We are looking to appoint an enthusiastic and well organised Administrative Assistant to join our busy school office. The role will be to undertake administrative tasks for the whole school; responding to a wide range of requests and needs, as well as being on hand to support our admissions, transition and reception teams.

Specific duties and responsibilities

- Undertake day to day administration duties as directed by the line manager
- Deal with daily correspondence, telephone calls, standard letters, reports etc; receive, distribute and frank mail
- Support the teaching and learning of students in the school as directed by the senior leadership, including communication and record keeping around behaviour management and work experience
- Be responsible for student information, maintain SIMS database
- Support parent and open evenings with administrative duties prior to school events
- Distribute school communications: proof reading emails, sending letters and creating display boards
- Be responsible for the typing, updating, photocopying, scanning and the distribution of reports and forms (e.g. school policies, school prospectus, staff manuals etc)
- Establish and maintain administrative systems in order that the tasks undertaken by the line manager can be successfully completed
- Book courses for staff and arrange supply cover where necessary, following school's guidelines, and book all transport required by the school
- Support the Business Managers with administrative tasks and diary organising
- On occasion, help on the school reception desk; meet all visitors to the school, deal with general enquiries, take messages and refer matters which are not of a routine nature to the appropriate person
- Work with teachers and assist with administration parents and students for trips and events
- Be responsible for the school shop stock
- Support with first aid enquiries and assist the medical lead with administration tasks.
- Any other duties that reasonably fall within the remit of the post, which may be allocated after consultation with the postholder



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The Ideal Candidate would

- have experience in a school environment
- have experience of working with young people
- have excellent communication skills and good written communication
- have knowledge of SIMs Software (or a willingness to learn)

Desirable Skills and Experience

- NVQ level 2 (administration) or equivalent would be beneficial but not essential
- At least one year experience in a similar environment
- Good organisational skills – able to prioritise workload
- Able to use Word, Excel and Outlook
- Ability to set up and maintain record and filing systems


Personal Qualities

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

How to Apply

1. If you'd like to find out more about role and the school – call: 0118 935 3353 to arrange to meet us for coffee and a chat
2. Ready to apply? Please complete our application form (CVs will not be accepted)
3. Email your application to the Assistant School Business Manager, Mrs Bagley-Kelly:
vbagley@bulmershe.wokingham.sch.uk

The Bulmershe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references. Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. Click to view our [Safeguarding and Child Protection Policy](#).



The Bulmershe School is committed to the individual and making sure their potential is reached.

Parent

WHY JOIN THE BULMERSHE SCHOOL?

Community

- A supportive staff body
- Caring and nurturing environment
- A place where you can really make a difference
- Goals football centre and recently redeveloped fitness centre on campus – The Bulmershe Leisure centre next door offers gym, fitness classes and swimming pool open from 6am (PAYG or subscription)
- Short walk away from Woodley town centre and shops
- Workplace pension with employer contributions and free life insurance
- Access to financial advice and support

Leadership

- Supportive and knowledgeable governing body
- Visible and available leadership team
- Coaching culture and collaborative working
- A clearly communicated whole-school vision

Development

- Commitment to grow and develop all staff
- A culture based on the best evidence-informed development, to help you be the best you can be
- Networks and learning opportunities with other schools
- Encouragement to pursue your own development interests

Challenge

- A diverse student body with individual needs
- Rewarding working environment
- Commitment to our core values which should be modelled by all staff



SUBSIDISED CANTEEN

Hot main meals and quick snacks, sandwiches and a salad bar available each day, or order an evening meal using the popular takeaway service



FREE FLU VACCINATION

Free flu jabs administered annually on site



EYE CARE

Cost of eye tests and glasses fully refunded if results indicate prescription is required for display screen equipment use while at work



FREE PARKING

Free, on site parking in a secure car park

A clear vision and sense of purpose ... school leaders track the progress of students carefully to ensure they meet challenging targets

Parent

Our experience of the staff is that they deeply care and go the extra mile for students in their care. I am so pleased my daughter will be following in my son's footsteps and joining The Bulmershe School this September

Parent



WHEN YOU JOIN OUR TEAM:

We have a strong and committed team who work closely with students to develop their interests and achieve their potential. We strongly believe in achieving together and encourage all of our parents to maintain regular contact with the school so that everyone shares the same aim. If you join our Bulmershe staff body you will find we work very much as a team and discover that our ethos of supporting each other comes naturally.

Outside of school, our active Staff Wellness team will cater for your social needs with regular activities and get together to ensure everyone feels welcomed and cared for. Ultimately, we believe that when our staff feel supported, trained and included they will be at their most engaged and productive. And that excellence within our support staff teams will lead to happy support staff, happy and motivated teachers and happy children and young people

We hope that this is an environment that appeals to you and we look forward to receiving your application to join our team.



STAFF WELLBEING

Mental Health First Aiders
Regular staff events
Free hot meals for INSET and parents' evening
Active Staff Voice



ON-HAND SUPPORT

Access to our 24 hour Employee Assistance Programme hotline for confidential advice and support on any subject



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