



Role: Administrative Communications Assistant

Required: 23rd February 2026 or sooner if possible

Salary: Scale 3 (SCP5-6) £25,583.00- £25,989.00 FTE (£23,254.95 -£23,624.00 Actual)

Hours: 37 hours/week Monday 8-3.30pm, Tuesday-Friday 8.00- 4.00pm

Contract: Term time plus 5 TED days plus 3 days to be worked over school holidays by negotiation

We are looking to appoint an Administrative Communications Assistant to join our busy office. The successful applicant will be central to the day-to-day workings of the office and will also be the main receptionist who will be the first point of call for visitors, staff and children. We are seeking someone who is friendly, enthusiastic, patient, and thrives on a busy working week. Experience working in school administration is desirable, but not necessarily essential.

Our successful candidate will be:

- a good communicator
- a good team player, working under direction or independently
- able to prioritise his/her own workload and work under pressure
- someone with an aptitude for administrative work with GCSE standard qualifications in English and Maths (Grade C and above preferred) and a secure understanding of Microsoft Office
- someone who has awareness of equality issues and health and safety regulations

Key responsibilities of the role will include:

- being the first point of contact for general enquiries from parents, pupils and visitors
- contributing to the smooth day to day running of the school reception, including post, telephone calls, stationery supplies and hospitality facilities
- supporting the daily school communication processes including monitoring the office emails, communicating with stakeholders electronically
- producing routine documents and correspondence for whole school purposes alongside support for SLT
- inputting and extracting pupil information using the school's computer systems
- arranging/booking school trips and transport
- arranging/booking & recording staff training
- sending out information / documentation as required to parents using a range of communication systems (e.g. telephone, post, email, Arbor, school website etc)
- arranging visits of external agencies to school
- any other duties that may be reasonably required



Westacre Middle School can offer you:

- A welcoming and motivated workplace, with polite, enthusiastic pupils and a highly supportive staff team
- Purposeful professional development opportunities designed to help you grow in your role
- A comprehensive and structured induction programme
- A strong commitment to nurturing the growth and success of both our children and our staff

Westacre Middle School is committed to safeguarding and promoting the welfare of all our children and young People. We expect all staff to share this commitment. Successful Candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

Following a short Ofsted inspection on the September 2022; '***Westacre Middle continues to be a good school. Pupils are happy and safe. They enjoy learning. Pupils are proud of their school and would recommend it to anyone Staff are unanimously proud of their school. They feel valued and all speak of the 'Westacre Team'.***' For a copy of our report or any further information then please do browse through our website, <https://www.westacre-middle-school.co.uk/>

Enquiries/Forms: please contact the school on 01905 772795 or email office@westacre.worcs.sch.uk. Application forms are also available from www.worcestershire.gov.uk

Closing Date: 2nd February 2026 at 8:00am

We reserve the right, depending on application numbers, to close or extend the closing dates for positions; we would therefore recommend an early application.