



## **Role: Administrative Communications Assistant**

Required: September 2021

Salary: Scale 3 (SCP5-6) £16,940 - £17,279

Hours: 37 hours/week

Contract: Term time plus 10 days to be worked over school holidays by negotiation

We are looking to appoint an Administrative Communications Assistant to join our busy office. This is a new role in our office team and the successful applicant will be central to the day to day workings of the office. The successful candidate will also be the main receptionist who will be the first port 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
- level-headed
- a good team player, working under direction or independently
- someone who has awareness of equality issues and health and safety regulations
- 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 Word and Excel
- someone with an understanding of GDPR and safeguarding

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 stake holders 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 (eg telephone, post, email, SIMS, Teachers2Parents, twitter, website etc)
- arranging visits of external agencies to school
- any other duties that may be reasonably required

Westacre Middle School • Ombersley Way • Droitwich WR9 0AA

Telephone: 01905 772795 • Fax: 01905 795537

Email: [office@westacre.worcs.sch.uk](mailto:office@westacre.worcs.sch.uk)

<https://twitter.com/westacremiddle>

[www.westacre-middle-school.co.uk](http://www.westacre-middle-school.co.uk)

**Headteacher: Mrs D M Evans**



# Westacre Middle School

*Inspire • Challenge • Achieve*

Westacre Middle School can offer you:

- a happy and motivated working environment, which includes polite, enthusiastic children and a great staff team
- purposeful training
- a strong induction process
- a firm belief and commitment towards the development of our children and staff.

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

**Closing Date: Thursday 17th June 2021 8.00 am**

**Interviews: Tuesday 22<sup>nd</sup> June 2021**

Westacre Middle School • Ombersley Way • Droitwich WR9 0AA  
Telephone: 01905 772795 • Fax: 01905 795537  
Email: [office@westacre.worcs.sch.uk](mailto:office@westacre.worcs.sch.uk)  
<https://twitter.com/westacremiddle>  
[www.westacre-middle-school.co.uk](http://www.westacre-middle-school.co.uk)

**Headteacher: Mrs D M Evans**