

# Office Administrator





# Candidate Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 27 teachers and 43 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 170 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high, but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk) and one of the team will get back to you. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson  
Head teacher



# Job Advert

## Administrator

**Hours:** 37.5 hours per week  
**Working Pattern:** Mon 8am-5pm, Tue 8am-4.30pm, Wed-Thu 8.30-4pm,  
Fri 8-4pm  
**Term Time + 1 week = 40 weeks**

**Pay scale:** WA5-14 to WA5-20  
**(FTE £27,224pa to £31,341pa)**  
**Actual Pay: £25,018 to £28,801per annum**

We are a special school for secondary pupils from Years 7 to 11 who have learning and additional needs. We are now looking for an experienced, confident, patient and efficient Office Administrator to join our warm and friendly team.

Applicants will require a confident and friendly manner, be a team player, have the ability to work to deadlines and remain calm under pressure. Applicants must be able to work autonomously or as part of a team. Excellent IT skills and strong interpersonal skills are a must, as is a good sense of humour!

We have a highly collaborative administrative team who communicate openly, support one another and maintain a caring and cohesive working environment. The successful candidate will enjoy working as part of this supportive team. They will be able to use their own initiative and work independently. Having experience in working within a school or busy office environment is advantageous.

The Abbey School converted to Academy status on 1<sup>st</sup> September 2018 and is part of the Weydon Multi Academy Trust (WMAT). We were graded Outstanding by OFSTED in 2009, 2012, 2016, December 2022 and June 2024.



# Job Description

## Administrator Job description

The Abbey School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognises the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

### Job details

**Salary:** WA5-14 to WA5-20 FTE: £27,224pa to £31,341pa,  
Actual: £25,018 to £28,801

**Hours:** 37.5 hours per week

**Contract type:** Permanent

**Reporting to:** Operations Manager

### Duties and responsibilities

This is an administration role working closely with the Operations Manager in a fast paced environment operating under pressure to achieve high standards across the school. The Admin Team fosters a warm, welcoming and inclusive atmosphere with a strong sense of community. New team members are welcomed and supported with a working culture that feels collaborative and caring. The successful applicant's duties will include but not be limited to:

### Overview

The postholder plays a key role in supporting the smooth running of the school's financial processes and operations. The primary responsibility is the management of the orders and procurement process, ensuring accurate, timely and compliant ordering of goods and services for the school. When needed, the role also provides wider administrative and reception support to ensure the effective day-to-day functioning of the school office.

The postholder will maintain accurate records, support financial administration, liaise with staff and suppliers, and uphold high standards of customer service. They will work closely with the Operations Manager, the central WMAT finance team and the wider administrative and premises team.



## Key Responsibilities

### Orders & Financial Administration

- Manage all aspects of the order and goods-received process.
- Oversee the central Orders email inbox, ensuring timely responses and actions.
- Resolve order-related issues to ensure accurate and efficient procurement.
- Liaise with senior staff regarding authorisation of orders.
- Liaise with all staff regarding order queries and product requirements.
- Prepare purchase requisitions.
- Source products and suppliers as required, ensuring value for money.
- File and maintain all order documentation accurately within the school's systems.
- Participate in the continued development and improvement of order, administrative and procurement processes to enhance efficiency and accuracy.
- Use school finance software (PS Financials-training will be given) to manage financial data.
- Track deliveries and resolve discrepancies with suppliers.
- Manage and resolve invoice queries.
- Maintain accurate records of donations received and document related expenditure, and relevant Thank you letters sent.
- Maintain organised digital financial filing systems
- Produce budget reports for budget holders when required.
- Support the set up and finance including calculating costs for trips and visits using Arbor MIS system/Excel and payment processing.
- Liaise with the Trip Co-ordinator to track trip income, ensuring cost-efficiency and financial reconciliation.
- Pro active approach with outstanding invoices, in a timely manner to support accurate financial records.
- Maintain accurate financial records in line with school policies and audit requirements.
- Input and update 'Every' with contracts, service agreements and financial commitments, collaborating with premises and Operations Manager.
- Oversee Contract spreadsheet and communicate contract end dates, meeting cancellation deadlines to PM/OM.
- Maintain organised digital financial filing systems
- Use the school credit card in line with procurement procedures and maintain accurate records.
- Communicate to whole school orders deadlines for half termly and end of year requirements.
- Banking on occasion.
- Support the Operations Manager with any financial and operations support needed.
- Liaise with Budget holders.
- Arranging delivery of cash for student trip use.



- Responsible for planning ahead and the organisation of leavers gifts and end of term rewards for students and staff members.
- Responsible for stock checks and orders for Consumables & Office Supplies, including tea and coffee, school paper, printer accessories, consumables and the paper and stationery for general office supplies.
- Ensure new suppliers are added to PSF in a timely manner.

### **Reception & Administrative Support (as required)**

- Provide professional, polite and friendly customer service to all visitors, parents, staff, students and stakeholders.
- Support reception duties including answering phones, greeting visitors and managing enquiries.
- Support the Admin team with interview preparation and meetings in school on occasion
- Ensure due diligence with safeguarding procedures, including checking and recording DBS documentation for visitors.
- Monitor incoming and outgoing mail and manage the central school email inbox.
- Working with the Deputy head teacher to keep up to date and accurate records of whole staff CPD
- Support premises with classifications on 'Every'
- Oversee school registers and support administration for fire evacuations.
- Maintain general office systems, filing and up-to-date forms.
- Communicate the redistribution of parcels delivered to the school.
- Continued development, annual training and role related training to be completed

### **Student & Staff Support (on occasion to support reception)**

- Monitor students in the medical room and complete associated administrative tasks (on occasion).
- Administer first aid when required (on occasion-training will be provided).
- Support consultation evenings, open events and other school activities as needed.

### **General Responsibilities**

- Maintain confidentiality and handle all data in accordance with GDPR and school data-protection policies.
- Follow all school and WMAT policies, including the Staff Code of Conduct.
- Undertake training as required to support the role.
- Carry out any other duties appropriate to the level of the role, as directed by the Headteacher or line manager.
- Due diligence with safeguarding
- Adhere to GDPR legislation in working practices



All staff are required to safeguard and promote the welfare of children and young people, follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that will be carried out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.

## Person Specification

CRITERIA	QUALITIES
<b>Education &amp; Training</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>English and Maths at GCSE grade 4 or equivalent</li> <li>Ability to use a range of IT applications; Microsoft Office – Word, Excel, Outlook, Google Documents, Publisher and Power Point</li> <li>Excel Spreadsheet skills essential</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>Schools systems e.g. PSF, Arbor, Invenry, Every(training can be given)</li> <li>Knowledge or enthusiasm to learn and use AI and keep up to date with innovative new approaches</li> </ul>



**Skills & Experience**

Essential

- Highly organized and forward-thinking
- Adaptable to variation of tasks with moving priorities
- IT literate, comfortable with different MIS systems
- Proven track record of effective working within a team
- Sensitively handling sensitive and confidential information
- Ability to multi-task and prioritise workload
- Communication skills to be excellent at all levels
- Be able to manage own workload
- Be able to work autonomously or as part of a team
- Accurate data input
- Work well under pressure
- Proactive 'Can-Do' approach
- Ability to organize and maintain digital filing systems, databases, and financial trackers to ensure efficiencies and reduction of financial risk
- Willing to be responsible and accountable but happy to seek support

Desirable

- Working in a school setting
- Knowledge of order processing
- Knowledge of Special Educational Needs
- Supportive
- Used AI or willing to learn
- Flexible working – Cover absences occasionally when needed



<p><b>Personal Qualities</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>▪ Able to interact effectively with staff, parents, students and outside agencies</li> <li>▪ Efficient, organised, meticulous and tenacious</li> <li>▪ Sensitive, empathetic, patient, confident, sense of humour, team player</li> <li>▪ Discreet with confidential and sensitive information</li> <li>▪ Excellent verbal skills</li> <li>▪ Motivation to learn new skills and quickly acquire new areas of knowledge</li> <li>▪ Able to prioritise workload</li> <li>▪ Flexible working and ability to multi-task</li> <li>▪ Use own initiative</li> <li>▪ Proactive approach</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>▪ Calm in a crisis</li> <li>▪ Flexible to working hours</li> </ul>

**Notes:**

The nature of this role is changeable, therefore reasonable requests outside of this job description may be needed. This job description may be amended at any time in consultation with the postholder.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. This post requires an enhanced DBS check.



## The Abbey can offer:

- Amazing students who want to learn
- A consistent approach to behaviour which ensures learning is not disrupted
- An additional 2 days holiday each year with our wellness (long) weekend in November
- Westfield Health Cash Plan  
<https://www.westfieldhealth.com/individual/health-cash-plan>  
This includes **reimbursement towards the cost of** dental, opticians, physiotherapy and other medical appointments. Your dependants are included at no extra cost to you!
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT
- Outstanding, state-of-the-art facilities across the school
- Extensive CPD opportunities that support professional growth in and out of the classroom, including six early closure days, five INSET days, and well-defined professional learning routes for teachers
- A welcoming and very supportive staff community
- On site car parking





# Expansion Project

The Abbey has very recently undergone a huge £7.8million investment expanding from a 2- to 3-form entry school to support Surrey County Council's SEND Sufficiency Strategy.

As a result The Abbey now has:

- 15 general classrooms, nine of which are newly built
- A newly equipped Food Technology classroom
- A specialist Art room in a new, enhanced space
- A purpose-built Music and Drama classroom
- A newly built Design Technology classroom
- Two specialist Science laboratories, one of which is newly built

In addition, there is:

- A full-size sports hall, supported by two newly built PE storage areas
- A newly built multi-use games area (MUGA)
- A modern, purpose-built staff room
- A newly constructed school office
- A welcoming, fully furnished waiting area for parents, carers and visitors
- A purpose-built conference and meeting room
- Three additional therapy rooms
- Newly built boys' and girls' PE changing rooms
- Five additional office spaces
- Two newly built accessible (disabled) toilets
- A state-of-the-art staff workroom with 12 workstations
- A 'Cubbie' immersive sensory space, designed to support sensory regulation through professionally tailored programmes for students

This is an exciting time for The Abbey as we expand and flourish in our new buildings with their first-class technology!

Over recent years, as part of the school's expansion project, we have undertaken a comprehensive refurbishment of our IT infrastructure. An investment of over £200,000 has transformed our network and systems. All classrooms are now equipped with state-of-the-art interactive whiteboards, Wi-Fi and an internet-based phone system. Every student has been issued with a school-funded Chromebook, which is embedded into daily teaching and learning. In addition, all IT systems have fully migrated to the cloud.



# How to Apply

Please click on the following link to view our profile and select 'Current Vacancies' and search by role.

**Link to vacancy:**

<https://recruit.sampeople.co.uk/Jobboard/Trust/weydonmultiacademytrust/00010>

The Abbey School reserves the right to interview candidates before the closing date. PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED

**Closing Date: Monday 15 June 2026 at 8.00am**

**Interview Date: Thursday 18 June 2026**

If you have any queries, please contact:

Zoe Mackie

Operations Manager

The Abbey School, Menin Way, Farnham GU9 8DY

e-mail: [recruitment@abbey.wmat.org.uk](mailto:recruitment@abbey.wmat.org.uk)

We welcome visits prior to making an application. To arrange a visit, please call: 01252 725059.

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments: Application Form, WMAT Staff Prospectus, FPN