



**BOURNEMOUTH SCHOOL
FOR GIRLS**

Casual Admin Assistant Casual Hours (Supply) Bournemouth School for Girls





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Dear Applicant,

Thank you for your interest in our role of Casual Administrative Assistant.

We are seeking a flexible, organised and reliable individual to join our support staff team on a casual supply bank basis. This varied role will provide administrative support across the school, covering reception duties, attendance administration, reprographics, data processing and general office support during periods of staff absence, peak workloads or additional operational need.

The successful candidate will be adaptable, confident working in a busy school environment, and able to communicate effectively with students, staff, parents and visitors. Duties may vary from day to day depending on school requirements, and flexibility and a proactive approach are essential.

Bournemouth School for Girls is a girls' 11–18 selective academy with the core aim of developing well-rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG was inspected in May 2024 and achieved an outstanding grading in all areas. The report commended the school for its high-quality education, exemplary behaviour, and inclusive environment.

This information pack contains details of the post, terms and conditions, and the school.

Applications must be submitted on the Application Form for Support Staff, which can be found on our website: www.bsg.bournemouth.sch.uk.

The deadline for submission of your application is 10am on Monday 22 June, with interviews taking place in the week commencing 29 June. If you have not been called for interview by 29 June, please assume that your application has been unsuccessful. We thank you for your time and interest.

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry out social media searches in line with the guidance in KCSIE 2025.





Job Description and Person Specification

Post Title: Casual Administrative Assistant
Responsible to: Finance and Office Manager

Core Purpose of the Role

To provide flexible administrative and operational support across the school on a casual basis as required, including reception cover, attendance administration, reprographics, data processing and general office duties during periods of staff absence or increased workload, as appropriate.

To contribute to the efficient day-to-day running of the school office and provide a professional and welcoming service to students, parents, staff and visitors.

Key Responsibilities

General Administration

- Provide administrative support across the school office as required.
- Undertake data entry, filing, photocopying, scanning and document preparation.
- Assist with maintaining accurate school records and databases.
- Support departments with administrative tasks during busy periods.
- Prepare and distribute correspondence, letters and reports.
- Assist with the organisation of school events and activities where required.

Reception Duties

- Provide reception cover as required, welcoming visitors and responding to telephone and email enquiries professionally.
- Ensure safeguarding and visitor procedures are followed at all times.
- Support students, parents and staff with general enquiries.

Attendance Administration

- Assist with attendance administration and absence recording.
- Contact parents or carers regarding student absence where required.
- Support the maintenance of accurate attendance records and reporting.

Reprographics

- Provide reprographics support including photocopying, printing, laminating and preparation of teaching resources.
- Ensure reprographics requests are completed efficiently and within deadlines.
- Maintain stock levels of paper and reprographics supplies.

Other Duties

- Provide cover for administrative colleagues during absence or peak periods.
- Participate in training and development opportunities relevant to the role.
- Undertake any other duties commensurate with the nature and grade of the post.



Knowledge and Skills

- Strong administrative and organisational skills.
- Good attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Ability to work flexibly and adapt to changing priorities.
- Good IT skills including Microsoft Office applications.
- Ability to maintain confidentiality and professionalism.
- Ability to work independently and as part of a team.
- Understanding of safeguarding and professional boundaries in a school environment.

Experience

Essential

- Previous administrative experience in an office environment.
- Experience of dealing with the public in a professional setting.
- Experience using computerised systems and databases.

Desirable

- Experience working in a school or educational environment.
- Experience of reception or front office duties.
- Experience using school management systems such as Arbor or SIMS.
- Experience of attendance administration or reprographics work.

Salary

This is a casual, flexible-hours position, worked on an as-required basis during term time.

The rate of pay is £13.26 per hour, plus holiday pay. (Pay award in the region of 3.3% pending)

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

