

# Office Administrator/Support





# 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

## **Office Administrator/Support Role**

**Part Time: 16 hours per week over 2-3 days,**

**Term Time + 1 week (40 weeks)**

**Flexible Hours**

**(30 mins unpaid lunchbreak)**

**Pay scale WA5-14 to WA5-20**

**(FTE: £27,224pa to £31,341pa)**

**(Actual: £10,674pa – £12,289pa)**

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'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.

This job description recognizes 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: £10,674pa to £12,289pa**

**Hours:** 16 Hours over 2 – 3 days. Flexible hours

**Contract type:** Permanent

**Reporting to:** Operations Manager

### Duties and responsibilities

This is an admin 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:

- Procurement of designated items such as furniture and equipment for the school. Administer the full purchasing cycle, including raising purchase orders, tracking deliveries, and resolving discrepancies.
- DSE (Display Screen Equipment) Assessor (training can be given) for the school, carrying out occasional DSE assessments and implementing corrective actions to promote safe and ergonomic working practices.
- Responsible for producing the fortnightly Eco Newsletter and for leading the Eco-committee, ensuring termly meetings are planned, recorded and actions completed.
- Oversee the school's Eco-Schools Green Flag process, ensuring all



Green Flag criteria are met through effective action planning

- Supporting the Operations Manager to co-ordinate fundraising, proactively communicate requests for funding to support the school's development plan.
- Due diligence with safeguarding
- Adhere to GDPR legislation in working practices

#### Occasional Responsibilities / Supporting Team

- Attend online Eco Training & Forums as well as Climate Resilience Training with Surrey County Council
- Working as a Training Coordinator to support the Operations Manager using Every, our MIS system, to allocate and log staff training and CPD.
- Inputting and updating Every Internal job logging MIS system with activities and issues including health and safety compliance and contractor management information
- Data entry, inputting and updating Every with activities and issues including health and safety compliance.
- Support and cover the Admin, Recruitment/HR, Orders and Reception team responsibilities to help during busy times
- Daily duties could include answering the office phones, greeting visitors, liaising with school transport drivers, handling staff and student enquiries, supporting Senior Leadership Team, setting up rooms for meetings and providing administrative support where required.
- Support the set up and finance of trips and visits using Arbor MIS System/Excel.
- Support with Disclosure and Barring Service (DBS) applications, ensuring accurate completion, verification of documentation and adherence to safeguarding procedures,
- General office duties, including filing and keeping forms up to date.
- Be prepared to undertake first aid training including epi pen and epilepsy and administering first aid when required
- Monitoring students in the medical room and associated admin tasks
- Orders, requisitions and invoice process
- Health and Safety admin including policies, training and Every Compliance system
- Support all aspects of recruitment and complete Safer Recruitment training
- Use school credit card using procurement process for purchasing, sourcing stock when needed
- Filing tasks including personnel files if required



- Involvement in school life, supporting consultation evenings and attending open events, as required (occasional/annual events)
- Ad hoc administration tasks as and when required, answering queries and supporting school staff

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> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Schools systems e.g. Arbor, Inventory, 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>



<b>Skills &amp; Experience</b>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Adaptable to variation of tasks with moving priorities</li> <li>• Appropriate experience in administration</li> <li>• Eco-sustainability knowledge or enthusiastic to learn and help the students and school team make a difference</li> <li>• Proven track record of effective working within a team</li> <li>• Accurate written communication skills, including proof-reading</li> <li>• Handling sensitive and confidential information</li> <li>• Liaising with parents/carers with the ability to empathise and support</li> <li>• Ability to multi-task and prioritise workload</li> <li>• Excellent telephone manner</li> <li>• Communication skills to be excellent at all levels</li> <li>• Be able to manage own workload</li> <li>• Be able to work autonomously or as part of a team</li> <li>• Accurate data input</li> <li>• Work well under pressure</li> <li>• Proactive / 'Can-Do' approach</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Eco-sustainability knowledge or enthusiastic to learn and help the students and school team make a difference</li> <li>• Working in a school setting</li> <li>• Knowledge of HR</li> <li>• Knowledge of Special Educational Needs</li> <li>• Flare for design</li> <li>• Supportive</li> <li>• Used AI or willing to learn</li> <li>• Flexible working – Cover absences occasionally when needed</li> </ul>
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**Personal Qualities**

Essential

- Able to interact effectively with staff, parents, students and outside agencies
- Efficient, organized, meticulous and tenacious
- Sensitive, empathetic, patient, confident, sense of humour, team player
- Discreet with confidential and sensitive information
- Excellent verbal skills
- Motivation to learn new skills and quickly acquire new areas of knowledge
- Able to prioritise work load
- Flexible working and ability to multi-task
- Use own initiative

Desirable

- Calm in a crisis
- Flexible to working hours

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
- 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
- A well-equipped and modern English classroom
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom
- A range of evidence-informed strategies to support teaching and learning inside the classroom
- On site car parking
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community





# Expansion Project

The Abbey has recently undergone a huge £7.5million investment expanding from a 2- to 3-form entry school to support Surrey County Council's SEND Sufficiency Strategy.

The Abbey now has:

- 15 x general classrooms (nine of these are brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these is brand-new)

In addition, there is:

- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom with 12 workstations
- A 'Cubbie' - an immersive sensory space that helps regulate sensory stress through professional, tailor made programs for students

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

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

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)

**PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED**

**The Abbey School reserves the right to interview candidates and appoint as and when applications are made.**

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 for Applicants