



**THE BEWDLEY SCHOOL**  
Learning for Life - Achievement for All

The Bewdley School,  
Stourport Road,  
Bewdley,  
Worcestershire,  
DY12 1BL

Telephone 01299 403277

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

Age range: 11 – 18

NOR: 990

**Office Administrator (Scale 4: Pt7: £17,029 – Pt11: £18,443 per annum for 37 hours term-time only)**

Required for September 2022.

We are seeking a full-time (37 hours per week) office administrator to work 38 weeks per year in our busy school office. The core role entails being based in the main school office, which deals with all of the communications demands which are generated by the education of almost 1,000 secondary school students. Day to day work includes dealing with phone-calls and emails, supporting our receptionist and acting as liaison between staff and parents, and other outside agencies. The successful candidate will have exceptional interpersonal and communication skills, suited to working in a calm and purposeful office environment.

Specific roles will be negotiated, and are likely to include data entry and school reports management, administrative support for HR, organisational support for school activities and events and liaison with specific external organisations, with other responsibilities arising from time to time. A good standard of education and excellent computer skills will be needed, a knowledge of school systems being an advantage. The capacity to manage people and complex systems in a dynamic environment is critical. The school is vibrant and friendly with an atmosphere of optimism and a 'can do' attitude. The successful candidate is assured full support for the professional development of their skills and aptitudes.

The Bewdley School, serving the Georgian town of Bewdley and on the banks of the River Severn, is a fully inclusive and comprehensive school performing well in national examinations and offering a broad and balanced curriculum. Students are hungry to learn, and the school is warm and welcoming. If you would like to work with skilled colleagues in a supportive environment, where you are free to develop your professional skills, please apply.

We seek a colleague who has:

- Exceptional energy and enthusiasm
- Substantial leadership & organizational capacity
- A sophisticated grasp of how children develop
- The optimism to imagine a better future

In return we offer:

- Students who are genuinely curious
- A welcoming, friendly and supportive culture
- Opportunities for personal development
- A commitment to rational leadership

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will undertake an Enhanced Disclosure via the DBS, where appropriate.*

**Closing date for applications: Open until the post is filled**

An application form can be found at <https://www.bewdley.worcs.sch.uk/life-at-bewdley/vacancies/>.

**Website:** [www.bewdley.worcs.sch.uk](http://www.bewdley.worcs.sch.uk)

**Email:** [lol@bewdley.worcs.sch.uk](mailto:lol@bewdley.worcs.sch.uk)