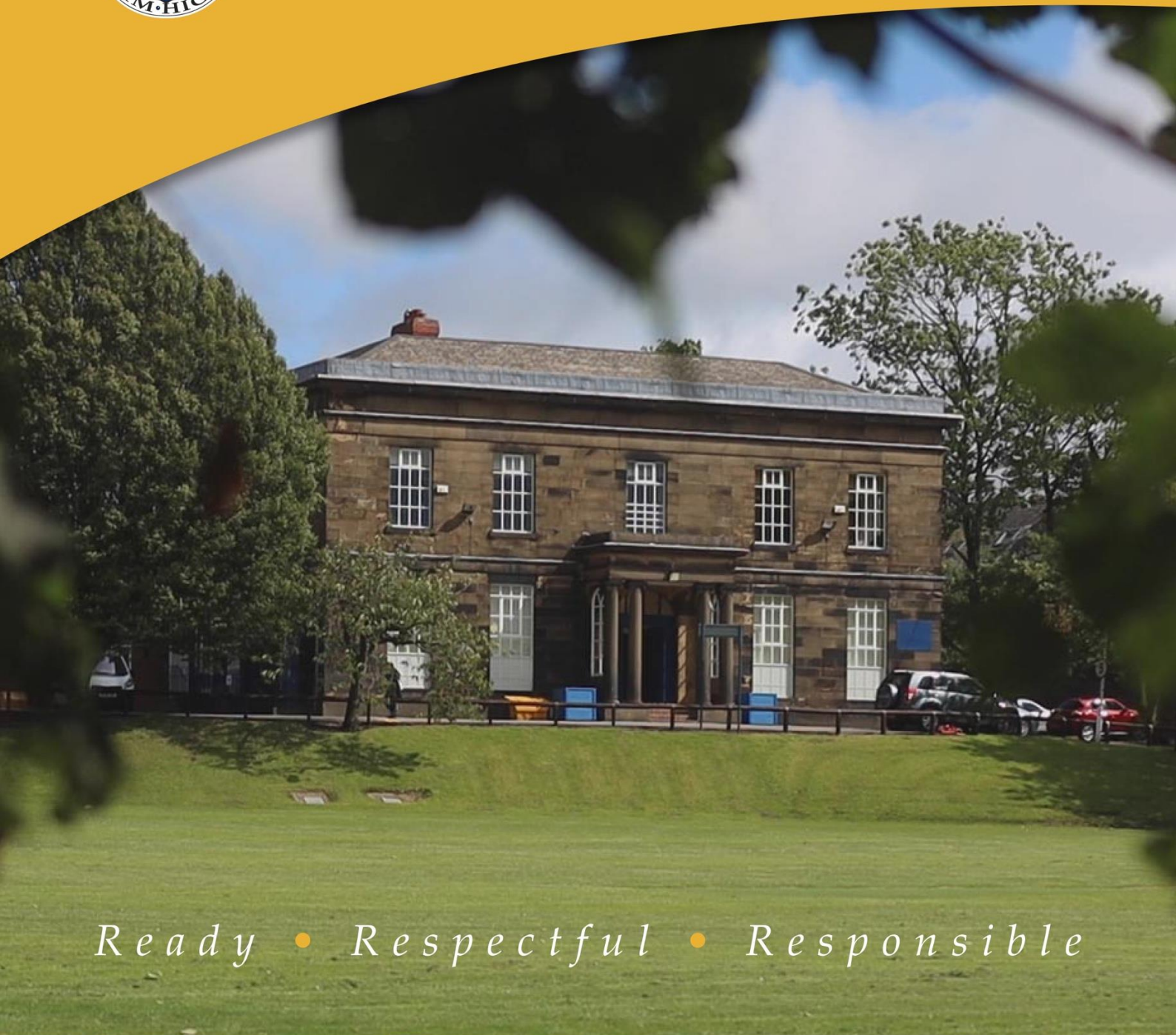




# West Hill School

*Aiming High Since 1927*



*Ready • Respectful • Responsible*





## School Admin Coordinator

**SCP Grade E 11-16 – FTE £27269 - £29572 per annum (36 hours)**

**Actual Salary - Term Time Only Plus 10 days - £25371 - £27514**

**37.5 hours per week: 8.15am to 4.15pm Mon – Fri (Flexible to the needs of school)**

**An exciting opportunity has arisen for an experienced receptionist/admin lead to join West Hill School. The person appointed to this post will occupy a key role within the school, providing a high level of support to visitors, parents, students and staff, to help us in our aim of delivering outstanding school support services.**

### **The successful candidate will:**

- Be confident in answering telephone and in-person enquiries and resolving problems
- Be able to use their own initiative and work closely with colleagues from across a range of departments
- Be able to converse confidently and professionally with visitors, while at times de-escalating conflict
- Be familiar with office processes and procedures, including service level agreements, meeting targets and managing workload to deliver an outstanding service
- Provide a high-level administrative service, coordinate the admin function of the school including undertaking and delegating tasks such as word processing, reception duties, managing visitors, organising and attending meetings and managing school information systems
- Engage in continuing professional development and training
- Manage complex and confidential data and information while ensuring that school systems are kept up to date
- Ensure that policies and procedures are followed
- Maintain critical school records and databases, ensuring confidentiality is maintained where necessary, but meeting the Academy's statutory responsibilities, including to external organisations such as the DfE

### **We can offer:**

- A hard-working Leadership team dedicated to the success of our students
- An inclusive employer
- High quality Continuous Professional Development opportunities
- A permanent contract, following a successful 6-month probationary period with 17% Employer Pension Contribution
- Secure, on-site parking
- Free access to our on-site gym

If you think you have the experience and skills we are looking for we would like to hear from you.

To find out more about us please visit the school website [www.westhillschool.co.uk](http://www.westhillschool.co.uk). Informal visits/discussions beforehand are welcome, please contact the School Reception Office on 0161-338-2193 or e-mail: [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk).



Applications should be emailed to [recruitment@westhillschool.co.uk](mailto:recruitment@westhillschool.co.uk). Please ensure that applications are clearly marked for the post you are applying for.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Shortlisted candidates may be subject to online searches as part of pre recruitment checks.

**Closing Date for applications: Thursday 12<sup>th</sup> June 25 at 12 noon**

**Interviews will be held Tuesday 17<sup>th</sup> June 2025**





## A message from the Headteacher

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain integral in supporting the future planning of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well and that is why we are consistently over-subscribed and forecast the same in September.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next ventures together as a school and local community, I hope you join us in this. Kind regards,

Claire Cronin  
Headteacher





## **Our vision**

### **At West Hill, we have an uncompromised, aspirational vision that:**

Everybody will experience a rich curriculum that expands beyond the classroom, empowering them to feel successful and make ambitious future choices.

Every lesson enables individual success through quality adaptive teaching and shared expectations.

Everybody matters and has a right to be safe, valued and treated with kindness.

Everybody will be supported to develop a healthy understanding of themselves and respect for others.

Everybody will be ready and take responsibility for their own learning, choosing thoughtful behaviours that show empathy for others.

Everybody in our West Hill family will collaborate and support each other to realise their aspirations and celebrate success.



## Job Description

### **Admin Co-Ordinator**

#### **JOB SUMMARY:**

1. Provide administrative and clerical support to the resource and business functions of the school and its estate.
2. Provide administrative support including general day to day tasks and reception cover.
3. Be responsible for the exemplary maintenance of student records.
4. Provide a receptionist service for the school.
5. Support links with the community, families and local environment.

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

##### **1. Relationships and Communication**

- 1.1 Reception duties including meeting and greeting visitors, dealing with telephone queries, recording and forwarding of messages.
- 1.2 Promotion of a professional and courteous service which is consistent with the school's ethos.
- 1.3 Coordinate the cover for both Visitor and Student Reception.
- 1.4 Maintenance of notice board information and useful administrative electronic information in a relevant and well-presented manner.
- 1.5 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.

##### **2. School Administration**

- 2.1 Provide administrative support to the organisation and arrangement of trips and school events.
- 2.2 Coordinate the Admin function of the school, delegating responsibilities and tasks where appropriate across the admin and reprographics team.
- 2.3 Undertake minuting of meetings as required by the school in conjunction with SLT admin support.
- 2.4 Ensure emails and communications are responded to appropriately and in a timely manner.
- 2.5 Ensure mail and correspondences are received and circulated to staff.
- 2.6 Utilise and manage administrative equipment such as the franking machine, photocopier and laminator as required.
- 2.7 Maintain manual and computerised records using if required.



2.8 Undertake and follow specified administrative procedures and processes in a professional manner.

2.9 Participate in training and professional development opportunities as required to fulfil the role.

### 3. Facilities and Estate Management

3.1 Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance to school procedures.

3.2 Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.

3.3 Support the administration of Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.

### 4. Records Management

6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

### 4. Other Responsibilities

4.1 Carry out any such duties as may be reasonably required by the school.

## PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 A*- Cs at GCSE including English and Maths.	E	✓	
2.	A-Levels or equivalent qualification in school or business administration	D	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
<b>EXPERIENCE</b>				



4.	Experience of working in an administrative setting.	<b>E</b>	✓	✓
5.	Experience of student administration.	<b>D</b>	✓	✓
6.	Experience of using a financial system.	<b>D</b>	✓	✓
7.	Experience of working in an educational setting.	<b>D</b>	✓	✓
8.	Experience of using SIMs or other Management Information Systems.	<b>D</b>	✓	✓

## ABILITIES, SKILLS AND KNOWLEDGE

9.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	<b>E</b>	✓	✓
10.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	<b>E</b>	✓	✓
11.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	<b>E</b>	✓	✓
12.	Ability to maintain positive relationships with students, staff, parents and members of the community.	<b>E</b>	✓	✓
13.	Strong verbal and written communication skills.	<b>E</b>	✓	✓

**Assessed by:**

No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>PERSONAL QUALITIES</b>				
14.	A passionate belief in the school's Ethos.	<b>E</b>	✓	✓
15.	Strong team working skills.	<b>E</b>	✓	✓
16.	Highest levels of professional and personal integrity.	<b>E</b>	✓	✓
17.	Excellent interpersonal skills.	<b>E</b>	✓	✓
18.	Personal resilience, persistence and perseverance.	<b>E</b>	✓	✓