



**Applicant Pack**

# **Admin Assistant and Receptionist**

**Grade C, Actual Salary £11,284**

10am—2pm, Mon—Fri. 20 hours per week, term time only

**Start Date: 22 April 2025**

For an informal discussion about this post, more information or to arrange a visit please contact our Employee Support Team by email on [employeesupport@brookfield.hants.sch.uk](mailto:employeesupport@brookfield.hants.sch.uk)

**Closing Date: 24 February 2025 (midnight)**



## Headteachers Welcome

Brookfield is a school whose priority is to ensure staff and students are successful and happy. We have a rich and diverse curriculum open to all students, led by a highly talented group of curriculum leaders. Our students are engaged, confident, polite and well behaved (mostly) and move on to gain excellent results and future successes.

I am proud to say we have a lovely school which is down to how staff across the school work so effectively together. We have an ethical approach to leadership underpinned by strong, trusting relationships and collaborative working.

If you are an aspirational professional who shares our core values and wants to make a positive difference to the lives of the young people at Brookfield, then please complete the appropriate forms.

Before applying, why not visit us during the working day: Please contact Employee Support at [employeesupport@brookfield.hants.sch.uk](mailto:employeesupport@brookfield.hants.sch.uk) to arrange an appointment.

Yours faithfully

Stuart Parkes  
**Headteacher**



## Admin Assistant and Receptionist

We have a large team of administrators and receptionists who support the smooth running of the school. You would be part of a team of 3 receptionists and 13 admin staff based in the main admin office at the school.

The admin team cover processes in school such as employee support, finance, health and safety, staff cover and attendance, community bookings and whole school support for teaching departments. We are a diverse and enthusiastic team who have a wealth of experience.

Why should you work at Brookfield rather than anywhere else? Well there are always snacks at hand. The team are social and start planning the Christmas night out well before summer! We encourage personal growth and are happy to support any training needs and professional development.



## Your Opportunity

The successful candidate will be able to demonstrate

- The ability to relate well to children and adults
- Good numeracy/literacy skills educated to GCSE level standard or equivalent with passes including English and Maths at C or above
- Can demonstrate administrative and organisational skills
- Working closely with members of your team and the wider staff
- Developing strong and trusting relationships with your colleagues
- Prioritising your own CPD

## In return we will offer you:

- A committed, enthusiastic, open and accessible team of staff with a desire to continue to move the school forward.
- A thorough and engaging staff wellbeing programme including access to counselling, private GP and physiotherapy.
- Excellent and varied CPD to ensure you continue to develop.
- A caring and supportive working environment within a vibrant school community
- Broad and diverse opportunities for professional development
- Participation in our appraisal process, including regular meetings with your line manager
- Local government pension scheme

**Above all else we will ensure you feel valued, listened to and be able to contribute at Brookfield.**



## Main Duties and responsibilities

- Providing admin support to curriculum departments, from providing letters for trips, arranging purchasing of resources to managing photocopying requests.
- Greeting visitors, contractors and ensuring safeguarding checks are in place for them.
- Signing students in and out of school for appointment, etc. Triaging and issuing medical and uniform slips as appropriate.
- Using the school management information system, SIMS, to record and retrieve key student data.

## Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own work.
- Take part in the appraisal and professional development of others, where appropriate.

## Communication

- Communicate effectively with students, parents and carers.

## Working with colleagues and other relevant professionals

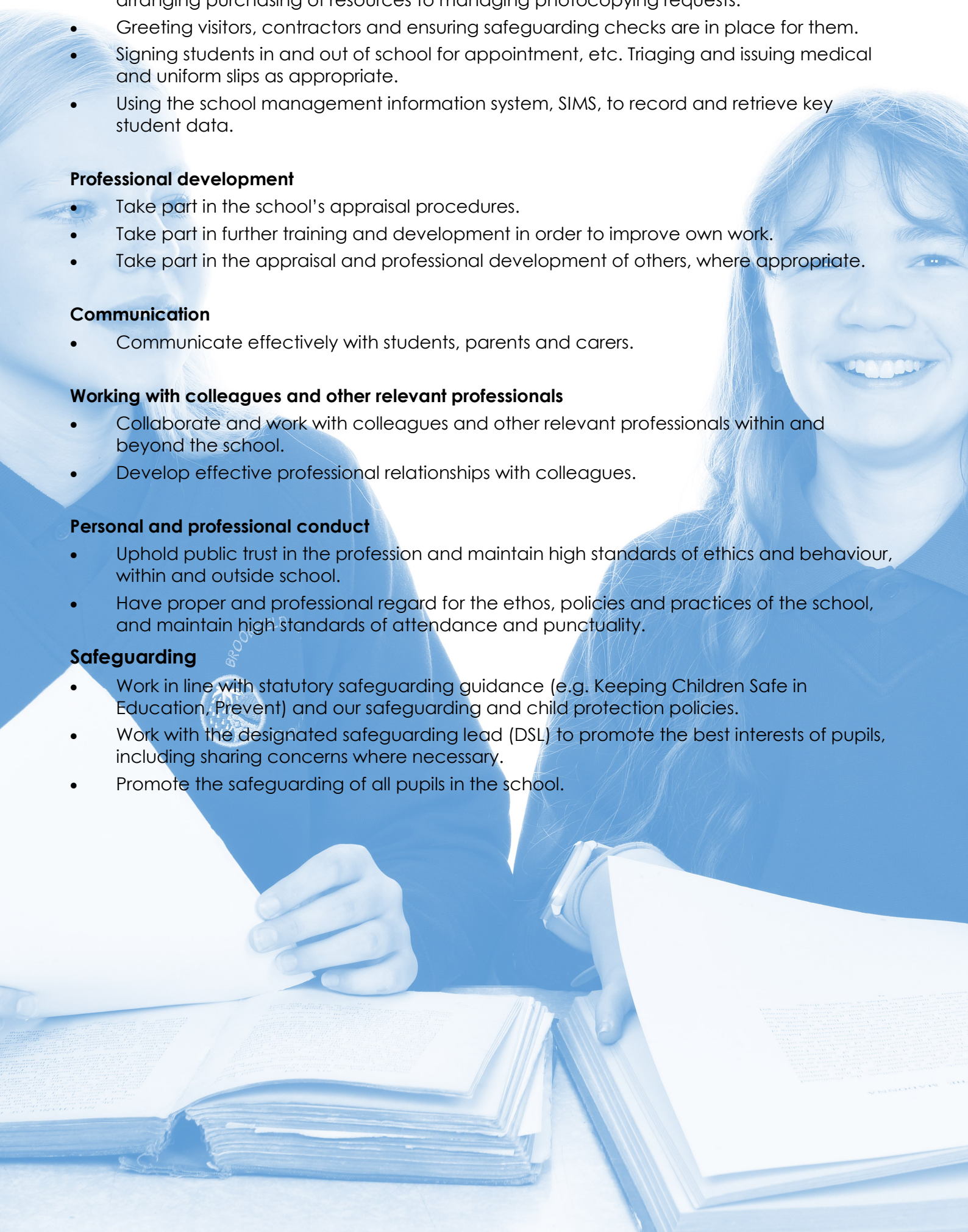
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.





Please note: Brookfield Community School may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice.

Brookfield Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

**School Address**

Brook Lane  
Sarisbury Green  
Southampton  
Hampshire  
SO31 7DU

Contact Information

Reception  
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