



WARBLINGTON SCHOOL

Candidate Information Pack

Admin Officer

Grade D - £23,052 (£27,779 FTE)
35 hours per week, 40 weeks per year
Mon-Fri 8.00am-3.30pm
(flexible working available)



A very warm welcome to Warblington School

Respectful

Kind

Resilient

Ready



Dear Candidate

Thank you for taking an interest in our unique community. It is 70 years since Warblington School opened its doors to students for the first time and I know I say it every year, but there is not a day goes by when I am not proud to be the Headteacher of this school and the community within it.

Each year I look for milestones in the culture of the school and August was another of those moments when the Class of 2025 opened their envelopes with exam grades – a moment many of us may still have memories of. This year, that moment was even more special as it had a real community feel with staff, students and parents all sharing the celebration together. Together, we celebrated the outcomes of hard work and resilience and looked forward to what the future now holds post-Warblington. They left a legacy that will not be forgotten; that despite the challenges this year group faced, they obtained the skills and qualifications that best prepare them to tackle those challenges and enable them to go on and have successful futures. We have now challenged the future year groups to “step up” and write themselves into the record books!

I am consistently in awe of the character and resilience shown by our young people. Students are still coming to terms with gaps in their education as a result of school closures, yet they seem more determined than ever to make up for lost time, taking advantage of the range of activities that we were once again able to put on. It was great to see students getting excited for the ski trip this year, and also throw themselves into Sports Week, staying for rehearsals for the school show, going out on trips and visits or just being able to have Christmas lunch or an assembly with the whole school together; it all emphasises the importance of working on something collectively. And in our case, Warblington is something very special.

Along with every Hampshire school, we have been able to be part of a #BeeWell survey, looking at student wellbeing, for the second year. Much is written around the performance of UK schools in PISA tables by politicians, however, rarely does this focus on how poorly UK schools come out when it comes to student wellbeing.

What the #BeeWell survey has shown us is that Warblington bucks this trend, with students saying they feel safe, experience bullying below Hampshire and National averages and feel they have staff that will listen and support them all the way through school. This is something we have strived for and now have the evidence to show!



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The improvement journey the school is on is one that presents challenges but also real successes. We now sit with a full Key Stage 3, and waiting lists in years 7, 8 and 9. With the increase in students comes the needs to review the curriculum and we are delighted that we continue to grow and develop our curriculum offer at a time where many schools are reducing the numbers of subjects. This year saw our first set of RE results, the development of Performing Arts and a significant increase in the number of students studying STEM based subjects both at KS4 and beyond into Post-16. I am a firm believer that breadth in curriculum is fundamental to a learner's enjoyment of school. On top of this, we are also seeing a growth in alternative routes through subjects, with our pathways curriculum allowing more students to gain qualifications that enable them access to college.

The curriculum is very important to us and has played a key role in our improvement in outcomes over the last three years. Further information on our curriculum can be found in our **curriculum information booklet** and on our website. We recruit specialist teachers in every subject as we know they are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible. To help bridge the gap from Primary to Secondary, we have also actively recruited a number of primary colleagues to help make the transition as smooth as possible.

Warblington school has something quite unique about it. Whilst we go about our day in our Grade 2 listed building (yes it really is a national treasure!) that has recently seen millions spent upgrading the glazing to ensure rooms are fit for purpose, we remain a small but rapidly growing secondary school.

At only 820 students we can do things differently here as we know individuals well. This is picked up by everyone who visits us. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students; over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Indeed, one of our senior prefects this year joined us outside of the normal admission round, yet you wouldn't notice that from speaking to her.

"Since the last Ofsted inspection, Warblington School has made notable improvements in teaching and learning, and behaviour and attitudes by investing in high quality professional development that is driven by leaders, establishing clearer rules, fostering positive relationships, and strengthening safeguarding. In summary - this school has taken robust and impactful measures since the previous Ofsted inspection."

Report from a QA visit, June 2025

This is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.



"Many pupils displayed positive attitudes toward school and learning, and strong friendships are fostered among peers. The school's personal development programme, including clubs and enrichment activities, supports these positive attitudes. Pupils cited the many after school activities that they enjoy and value - these included; Tennis club, Basketball club, Band, Performing Arts, and singing club. This work supports the Personal Development offer of the school and coupled with the school's very positive destination data for Year 11 pupils would present a valuable picture of wider school effectiveness."

Report from a QA visit, June 2025

We are aware that with our current Ofsted grading comes a greater level of scrutiny, however this has presented us with a number of opportunities to demonstrate our school improvement journey. In all visits, be that by the Local Authority or others involved in ensuring school improvement, Warblington School is growing and developing and has students at the heart of what it wants to achieve. We are now welcoming other schools to come and see the work we are doing with Teaching and Learning.

We have high aspirations for everyone who wears the *redesigned* Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Our focus for this year is around the use of the Great Teaching Toolkit and ensuring our Ordinarily Available Inclusive Practice enables all students to succeed in the right environment. With the renovation of the main building complete, and the renovation of the technology block now underway, we continue to ensure the fabric of the building matches the quality of education within it. We know that the ingredients are there for Warblington School to be a special place for years to come and we'd be delighted for you to join us on that journey.



I sincerely hope that we will be welcoming you into our growing community in September 2026!

Mike Hartnell

Headteacher

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Resilient

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Admin Officer Required May/June 2026

35 hours per week (term time + 5 days)
Grade D - £23,052 (£27,779 FTE)
Mon-Fri 8.00am-3.30pm
(Flexible working available)

We are looking for an organised, proactive and creative Administrative Officer to lead our school communications and coordinate all school trips, while providing high-quality administrative support across the school.

You will be a highly organised, confident and proactive administrator with a keen eye for detail and a passion for clear, effective communication. You're comfortable managing multiple priorities at once and can adapt quickly in a busy school environment.

This is a fantastic opportunity for someone who enjoys variety, communication, and helping make things run smoothly behind the scenes.

Key Responsibilities:

- Manage social media content and publish daily updates.
- Produce weekly newsletters and support website updates.
- Manage the school's contact inbox and support internal staff communications.
- Lead the organisation and administration of school trips and visits.
- Manage parental communications, records and compliance.
- Provide admin support across departments and events.
- Support the Headteacher's PA with administrative support.
- Assist with Year 6 transition process by coordinating school visits,

What We're Looking For:

- Excellent written and verbal communication skills, with the ability to create engaging content and maintain a professional tone.
- Strong digital skills, including confidence with social media, newsletter software and school systems.
- Great interpersonal skills — you enjoy working with staff, students, parents and visitors and can build positive, professional relationships.
- A calm, solutions-focused approach, especially when juggling deadlines or supporting urgent school needs.

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Why Join Warblington School?

- A supportive, welcoming and collaborative staff team.
- The chance to make a meaningful difference every day.
- Free financial wellbeing support.
- Free on-site parking and staff wellbeing programmes.
- Membership of the Local Government Pension Scheme.
- Access to the Blue Light Card scheme.
- Access to salary finance benefits
- Access to Doctor Care 24/7 healthcare for you and up to five dependents.

Closing Date: 14 April 2026

Interview Date: 22 April 2026

We would strongly recommend an early application as we reserve the right to close the vacancy if a suitable candidate is found.

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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Educated to GCSE level (or equivalent) including English and Maths. Evidence of commitment to ongoing professional development. 	<ul style="list-style-type: none"> Relevant administrative or communication qualifications. Training in safeguarding, GDPR, or educational visits administration.
Experience	<ul style="list-style-type: none"> Experience working in a busy administrative role with competing priorities. Experience managing communications such as newsletters, digital content, or social media. Experience coordinating events, projects, or logistical planning. Experience liaising with multiple stakeholders (staff, parents, external organisations). Experience maintaining accurate records and handling sensitive information 	<ul style="list-style-type: none"> Experience working in a school or similar educational environment. Experience managing trip administration or educational visits processes. Experience supporting HR or recruitment administration. Experience using MIS systems such as Arbor.
Knowledge and Skills	<ul style="list-style-type: none"> Excellent organisational skills with the ability to manage deadlines, workload and priorities. Strong written communication skills with the ability to produce clear, accurate and engaging content. Confident use of IT systems including Microsoft Office, email and online platforms. Understanding of professional communication standards across social media and newsletters. Ability to maintain confidentiality and work in line with GDPR requirements. Strong attention to detail and high accuracy in data handling and record keeping. Ability to respond calmly and professionally in a busy environment. 	<ul style="list-style-type: none"> Knowledge of safeguarding expectations in relation to visitors, student information and school trips. Familiarity with Educational Visits systems (e.g., Evolve) or school website CMS platforms. Understanding of statutory requirements relating to school communications, policies and compliance.



Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Friendly, welcoming and professional manner when dealing with pupils, parents, staff and visitors.• Proactive, solution-focused and able to work independently when needed.• Reliable, flexible and willing to support colleagues as part of a cohesive admin team.• Commitment to maintaining high standards in communication, organisation and professionalism.• Ability to show discretion, sensitivity and integrity when handling confidential matters.• A positive attitude and genuine commitment to supporting the ethos and values of the school.	
Other	<ul style="list-style-type: none">• Willingness to work flexibly and support whole-school events when required.• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to undertake relevant training, including safeguarding, first aid or other role-related courses.	



EXPLANATORY NOTES

Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if we receive sufficient applications for the role or if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 3) Provide proof of eligibility to work in the UK.



- 4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.