

WOODLEA PRIMARY SCHOOL SELECTION PROCEDURE GUIDANCE

POST:	Admin Assistant 8am – 4pm Monday to Friday, 37hrs per week, 40 weeks, term time plus 1 week Permanent contract
START DATE:	November 2024
SCALE:	Grade B-C (FTE: £24,027-£25,430)
APPLICATION DEADLINE:	Friday 22nd November 2024 at 12noon
INTERVIEWS:	w/c 29th November 2024
FOR QUERIES AND COMPLETED APPLICATIONS CONTACT:	Mrs Sarah Stanbridge, Administration Officer Woodlea Primary School Atholl Road Whitehill Bordon Hampshire GU35 9QX 01420 476342 s.stanbridge@woodlea.hants.sch.uk

Woodlea is a welcoming primary school of just under 200 wonderful children aged 4-11, in an award-winning building surrounded by stunning woodland. Under new leadership, we have an exceptionally dedicated teaching and support staff team, who all have the highest expectations and aspirations for our children. We know that children flourish when they are treated with care and respect. The passion, commitment and kindness of our team explains why Woodlea is such a special place. We are now seeking a Personal Assistant to the Headteacher/Administration Assistant to support us on our journey of improvement. Woodlea will be joining a collaborative Academy Trust in November, which will provide the right applicant with a lot of additional support and guidance, and the position is supported by a very experienced Senior Admin Officer.

We are seeking to appoint a professional, efficient, enthusiastic and friendly person who is committed to providing excellent customer service to all stakeholders. Ideally you will have had school based experience and be proficient in IT programmes such as Arbor, IBC and Tucasi although training will be given for the right candidate.

The successful applicant will:

- Have equivalent of GCSE C or above in English and Maths as a minimum
- Have sustained experience of working in administration
- Be confident and proactive in maintaining administrative systems for a busy school office
- Be a calm, positive and effective communicator, confident in liaising with all colleagues, children, parents, governors and outside agencies, even under pressure
- Enjoy working with children in a busy school environment
- Support first aid and medical needs
- Be keen to use initiative and thrive through a 'can do' approach in resolving problems
- Understand the diversity of this central role within the school environment
- Have excellent multi-tasking, prioritising and problem solving skills, alongside the ability to be flexible and adaptable in a constantly changing environment.

We can offer:

- A supportive team and an inclusive ethos
- Happy motivated children who enjoy coming to school
- A unique building set in the heart of its very own woodland setting
- A commitment to professional development for all staff
- The opportunity to be part of something special

Application Procedure

- Your statement in support of your application should not restate the details already included elsewhere on the application form. *It must explain why you are applying for the post and how your experience has helped prepare you for this role.*
- The statement in support of your application should be confined to the space on the application form and may be typed (no smaller than font size 12 please) or hand written.
- A full Employment History should be included. Any gaps in employment should be explained.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- Full details of the interview arrangements will be provided to invited candidates. This will include a checklist of the necessary documentation that you will be required to bring to your interview.

Conditional Offer of Appointment – Pre-Employment Checks

- Any offer to a successful candidate will be conditional upon their ability to meet the criteria as set out in the Pre-Employment Checklist for Support Staff.

Equal Opportunities

‘At Woodlea and as part of Hampshire Local Education Authority, we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.’

Child Protection Procedures

Candidates should be aware that all posts at Woodlea Primary School involve responsibility for safeguarding children.

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We expect all staff and volunteers to share this commitment.

All staff are responsible for ensuring that all Woodlea and Hampshire child protection policies are adhered to and concerns are raised in accordance with these policies.

If you have any queries regarding the Application and Recruitment Process at Woodlea Primary School, please do not hesitate to contact us.