



Administrative Assistant and First Aider Recruitment Pack

**CRESTWOOD
COMMUNITY SCHOOL**



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Administrative Assistant and First Aider

Start Date: Negotiable

Location: Cherbourg Campus

Salary Scale: Actual salary: £21,543-£22,448 FTE salary: £25,186-£26,244 (Grade C)

Contract: Permanent

Working Pattern: 30 to 37 hours per week (over 5 days). Term time only

Closing Date: Friday 22nd May 2026 12pm

Crestwood Community School is one school, with two campuses serving central Eastleigh. We are looking to appoint an enthusiastic and committed individual to undertake the role of Administrative Assistant, predominantly based on our Cherbourg campus. We are looking for someone who can be flexible, motivated, positive and play an integral and active role within the school's Administration Office.

The role will involve:

- Acting as first port of call for ill and injured students requiring First Aid (full training will be given)
- Receptionist duties, as and when required for cover
- Support with Arbor, including printing and collating registers
- Contacting parents through all school systems
- Dealing with students, staff and parents in a polite and courteous manner
- Data entry
- Being discreet and trustworthy as the role involves dealing with confidential and sensitive issues
- Varied administration duties as and when required

The post is a varied role, you will be located in a dedicated room off of the Well Being Centre. Applicants should have a real "can do" attitude and be very flexible in their approach. There may be occasions when you would be required to work on the Shakespeare campus.

This post offers an opportunity to join a hardworking team of motivated and dedicated staff, who all strive to do their very best for the students and staff at Crestwood.



As a school we take staff well being seriously. We offer staff the following:

- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Half termly cooked breakfasts
- Accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

Applications should comprise of a completed Hampshire Support Staff application form, with the names and addresses of two referees and should be returned to hr@crestwood.hants.sch.uk.

Please download details and a Support Staff Application form from the school website www.crestwood.hants.sch.uk located under the School Information/Vacancies tab.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Crestwood 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.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of December 2025 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title: Administrative Assistant and First Aider

Salary Scale: Actual salary: £21,543-£22,448 FTE salary: £25,186-£26,244 (Grade C)

Responsible to: Assistant Headteacher (Welfare)

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post

Qualifications

Essential

- Technical skills – keyboard, ability to use Microsoft Office packages, photocopiers.
- GCSE grade C or higher in English and Maths

Desirable

- First at Work certificate

Experience

Essential

- Experience of administrative/clerical working and processes.
- Knowledge of secondary education
- Knowledge of young people's attitudes and how to engage them.
- Awareness of health and safety responsibilities

Desirable

- Experience of working in a school setting
- First aid

Knowledge and skills

Essential

- Effective written and oral communication skills
- Capable of working on own initiative and prioritising own workload
- Good organisational skills
- Professionally discreet and able to respect confidentiality
- Well-developed interpersonal skills
- Team worker
- Trustworthy
- Ability to build positive relationships with staff and students
- Ability to stay calm under pressure
- Flexible, with a good sense of humour