



WARBLINGTON  
SCHOOL

# Candidate Information Pack

## ADMINISTRATIVE OFFICER

Salary Grade D - £15,9577 (£26,918 FTE)

25 hours per week, 40 weeks per year

Mon-Fri 09.30am-2.30pm



A very warm welcome to Warblington School

Dear Applicant

Thank you for your interest in Warblington School.

Warblington school has something quite special about it. We are a very small, but rapidly growing secondary school. At only 780 students we can do things differently here as we know individuals well. 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. Ofsted noted during their recent inspection (Jun 2023) that *“most pupils like attending this kind and caring school”* and *“pupils build strong friendships with their peers”*

It 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.

We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.



I am pleased to say this was recognised during our recent inspection, where inspectors commented that Students *“talk confidently about what they have learned”* and acknowledged that *“A well-planned personal, social and health education programme sets pupils up well for the future, preparing them successfully for adulthood.”*

We have high aspirations for everyone who wears the 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.

Curriculum is very important to us and has played a key role in our improvement in outcomes. Teachers here are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible, which is why our options process begins at Christmas of year 9 and takes effect from that Easter, allowing us time to ensure each student gets the right level of advice and guidance to help them make informed choices.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Ofsted acknowledged that *"Staff know pupils very well. Importantly, they have pupils' best interests at heart. Leaders and staff are committed to unlocking pupils' potential"*.

I hope you enjoy finding out about Warblington School. Having access to a broad and balanced curriculum, and learning opportunities outside the classroom are key to our students developing into young adults.

I sincerely hope that we will be welcoming you into our community!



*Our aim is to ensure that excellence is our expectation.*

Mike Hartnell  
Headteacher

## ADMINISTRATIVE OFFICER

Salary Grade D - £15,957.7 (£26,918 FTE)

25 hours per week, 40 weeks per year

Mon-Fri 09.30am-2.30pm

We are offering an exciting opportunity for an experienced, highly organised and motivated individual with the passion and commitment to build on and develop in this new role.

We are a busy school so the post will be varied, with the post holder required to be adaptable and flexible, handling unexpected challenges and changes in school priorities. The school currently uses Arbor as their MIS system, and training will be provided where required.

The successful candidate will be highly organised with a strong attention to detail, be able to manage a varied workload and act on initiative

We are looking for someone who:

- Has recent experience of work in a school (desirable) or a busy administration environment
- Has excellent ICT skills, including familiarity with a range of generic MS Office software
- Has experience of using Arbor (desirable)
- Has good literacy and numeracy skills
- Has excellent communication and interpersonal skills

We firmly believe we offer a fantastic school to work in with a strong ethos for professional development, wonderful pupils, brilliant colleagues and a supportive senior team.

**We would strongly recommend an early application as we reserve the right to close this vacancy early if we receive sufficient applications for the role.**

Closing Date: 29<sup>th</sup> November 2024

Interview Date: TBC

## JOB DESCRIPTION

<b>Main Purpose:</b>	To work within the busy environment of the school office providing administration services for the school. Excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.
<b>Main Activities:</b>	<ul style="list-style-type: none"><li>• Responsible for efficient and effective day-to-day school admin support, actively contributing to the improvement and implementation of systems and procedures.</li><li>• Prepare, produce and circulate letters, publications and reports within agreed timescales.</li><li>• Support the administration and distribution of information for school events, including open evening, parents' evenings, examination results day and presentation events.</li><li>• Support admissions procedure for Year 7 intake and transition process.</li><li>• Support with the organisation of school trips and events both home and abroad, including booking of venues and transport, correspondence with parents/carers and liaison with trip organisers and third parties.</li><li>• Support the administration of school trips and visits both home and abroad, including collecting and keeping a record of consent form for trips and activities – following up on missing consents or payments.</li><li>• Contribute to and produce, where necessary, school marketing documentation (eg. the school newsletter).</li><li>• Assist with the printing and creation of teaching and learning resources.</li><li>• Support the Headteacher's PA throughout the recruitment process for new staff including advertising vacancies, organising interviews, tasks and tours etc.</li><li>• Support the Headteacher's PA with the completion of pre-employment administration and checks, eg. reference requests, following up on missing documentation as necessary.</li><li>• Undertake general administrative duties for the Headteacher's PA as required.</li><li>• Exam invigilation if necessary</li><li>• Reception support if necessary</li></ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"><li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li><li>• Promote and safeguard the welfare of children and young persons you come into contact with.</li><li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Appreciate and support the role of other professionals.</li><li>• Participate in training and the school's performance development system (professional growth).</li><li>• Any other duty as deemed appropriate to the post by the Headteachers PA.</li></ul>

## PERSON SPECIFICATION

Criteria	Essential or desirable	Measured by A - application T - task I - interview
<b>Qualifications and Experience</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/T
Experience of working in an office environment / administration role	E	A
Experience of working in a school environment	D	A
Experience of event/trip organisation/administration	D	A
First aid trained or willingness to work towards	D	A
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Able to work independently and proactively, prioritizing work appropriately with great attention to details	E	A/I/T
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems (Arbor)	D	A/I
Excellent verbal and written communication skills	E	A/I/T
Good time-management, organisational skills and work-planning	E	I
Good accuracy and attention to detail	E	A
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/T
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle customer queries and challenges	E	I

## 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