

Whitstone School
inspiring futures



Administration Assistant

Letter from our Headteacher

Dear Applicant,

Thank you for your interest in joining us at Whitstone School. This is a very exciting time for a highly organised individual to be joining our front office team. After two years of rapid and sustained improvement, we are now in a position to move our school towards truly outstanding provision. Our recent Ofsted inspection validated our work over the past two years and now provides us with both the foundations and springboard to move towards real excellence. This post offers the opportunity to support and further develop our school administration and communication, which contributes significantly to the smooth running of the organisation.

I joined Whitstone School in January 2020 and have thoroughly enjoyed working with our students, staff, parents and trustees to improve standards in all aspects of school life, develop teaching and learning and CPD as key areas of school life and forge new and exciting links with the wider community. It is clear that Whitstone School is a wonderful place to work and I am proud of what we have achieved in the past two and a half years. Our school has changed considerably over recent years, whilst also retaining the wonderful ethos which makes us unique. Student numbers are rising, our reputation within the community is strong and we are looking forward to the coming years with a sense of real excitement. Whitstone School is a fully inclusive, comprehensive school which serves the community of Shepton Mallet and surrounding areas. We are proud of our students and of the environment in which they learn, which challenges, supports and cares for them as we prepare them for the next stage of their education.

At Whitstone School, we are able to offer the successful candidate a wealth of career development opportunities, the chance to join a happy and motivated staff group and free access to our on-site Leisure Centre. I am committed to ensuring that professional development is at the heart of school life and that career development for all staff is highly valued. To apply, please submit a covering letter of no more than two sides of A4 setting out the skills and experience you would bring to this role and complete the application form. For further details about the school, please visit our website <http://www.whitstoneschool.org/> Preliminary conversations regarding the role can be arranged by contacting Miss Lara Schofield at lara.schofield@whitstoneschool.org

I look forward to hearing from you.

Yours faithfully

Mr Guy Swallow

Headteacher



Welcome to Whitstone School

Whitstone School is a thriving comprehensive school offering young people the opportunity of a bright future. Our staff inspire students with their passion for teaching, their care for all learners and the desire they show to help every child to succeed. Our beautiful school site and investment in learning spaces provides an environment in which students excel.

The Whitstone School community is built upon a shared commitment to supporting our students in their goal to achieve high standards in all that they do. We believe that the education we provide equips our young people to be happy, successful adults and gives them the skills and attributes they need to be fully prepared for life after secondary school. Student conduct in lessons and around the school site is excellent. Our students tell us that this helps them to access learning and to feel safe, respected and valued.

At Whitstone School, we firmly believe that the inspiring experience our students receive in the classroom is instrumental in their learning and academic development. We are truly proud of our highly trained teachers and we place great emphasis on their continual development to ensure that the lessons our students receive are at the cutting edge of educational research and thinking. Our highly motivated and skilled staff focus relentlessly on the experience our young people receive in the classroom. We are proud of this focus on learning and see the benefit in the continued academic success of our students.

Our school community is very aware of the importance of a secure, happy and caring school environment in allow young people to succeed. Whitstone School has established an excellent reputation throughout Somerset as an inclusive and caring school; being large enough to offer an innovative and inspiring curriculum to all students, whilst of a scale that ensures all students are well-known and their needs clearly understood. Our pastoral system, complete with student leaders, inter-Aspire competitions and year group charities, develops both a sense of belonging and encourages peer support and guidance. The Shepton Mallet Leisure Centre, owned by our school, provides a clear connection with our wider community and also offers our students excellent sports facilities.



Administration Assistant: Job Description

Job Title: Administration Assistant

Salary Scale: Grade 15

Main Purpose of the Role:

To provide efficient and effective assistance in the administration of Whitstone School's day to day office and admin activities as a member of the school office team.

Administration Duties:

- Type up staff briefing notes and publish to staff.
- Complete appropriate data input and paperwork associated with the smooth administration of the school (including but not limited to assessment recording and attendance etc.)
- Provide administration support to curriculum areas; this could include word processing and photocopying service for school staff e.g. lesson material, examination papers, letters and reports for teaching staff.
- Provide admin support where and when required.
- Following safeguarding procedures and being aware that the safety and well-being of students is the responsibility of all members of the school community.
- Assist the Senior Leadership Team with administrative tasks.
- Organise individual diaries where required.
- Compile the staff bulletin once a week.

Reception Duties:

- Receive visitors to the school and take appropriate action, being mindful of safeguarding procedures at all times.
- Present a cheerful, smart, professional and helpful image of Whitstone School.
- Accept deliveries and ensure they are stored safely.
- Receive telephone calls and take appropriate action.
- Pass payments from parents to Finance Department when required.
- Provide work alongside the Student Receptionist dealing with student needs e.g. liaising with parents.

Personal Skills and Qualities:

- Good interpersonal skills.
- Excellent telephone manner.
- Well organised, cheerful and efficient.
- Ability to stay calm under pressure.
- Good ICT skills.
- The ability and willingness to learn new processes.
- Attention to detail.
- A positive attitude.
- Ability to work independently and in a team.

Qualifications and Previous Experience:

- A good standard of education and qualifications. You may be asked to complete a First Aid at Work qualification.
- Good level of ICT competence.
- Previous experience of working in a school would be an advantage, but is not essential.