



# BYRCHALL HIGH SCHOOL

**NEW SCHOOL**  
**NEW START**  
**NEW YOU!**



**CANDIDATE INFORMATION PACK**  
**ADMINISTRATIVE ASSISTANT**

**THINK SMART | LOOK SMART | BE SMART**



## BYRCHALL HIGH SCHOOL Administrative Assistant

Salary: £24,790 to £25,992 Full Time Salary £22,317 to £23,399 Term Time + 3 weeks

January 2025

### Looking for a new challenge?

### Why not join us?

At an exciting time in our journey towards outstanding, we are seeking a capable and enthusiastic Administrative Assistant to support our busy main school office and to provide a professional front of house service. The ideal candidate will be a suitably experienced, self-motivated and an enthusiastic individual who is capable of working under their own initiative and part of a team.

The position offers an excellent opportunity for candidates with a vision to help inspire pupils as we move towards our new school.

Previous experience in a school environment is not essential. However, excellent administrative and skills and your desire to provide a professional and courteous image at all times in order provide a high level of customer focused service is a given.

The post can accommodate either 'Full Time' or 'Term Time + 3 weeks' applicants.

For enquires and further information, please e-mail: [lcoates@byrchall.wigan.sch.uk](mailto:lcoates@byrchall.wigan.sch.uk)

|                     |   |
|---------------------|---|
| <b>Salary</b>       | Full Time - £24,790 to £25,992 / Term Time + 3 Weeks - £22,317 to £23,399 |
| <b>Start Date</b>   | As soon as possible   |
| <b>Contract</b>     | Permanent   |
| <b>Working Time</b> | 37 hours per week   |
| <b>Work Pattern</b> | Monday to Friday. Hours to be agreed between 8am and 5pm                  |

Application forms are available from the school [website: www.byrchall.wigan.sch.uk](http://www.byrchall.wigan.sch.uk).  
Please email completed application forms to [delkin@byrchall.wigan.sch.uk](mailto:delkin@byrchall.wigan.sch.uk) by the deadline.

Closing date for receipt of applications Monday 10<sup>th</sup> February at 12.00 noon

Interview Date: To be advised

**Please note:** This advert may close early if the post is successfully filled before the advertised closing date. Early application is therefore advised.

**Previous applicants need not apply.**

This position is subject to Enhanced Disclosure Procedure.



## GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record.

Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Maths Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool. The school's substantial new build programme opened in September 2024. This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music





## JOB DESCRIPTION

|                       |   |
|-----------------------|---|
| <b>DEPARTMENT</b>     | Administration  |
| <b>JOB TITLE</b>      | Administrative Assistant  |
| <b>SALARY</b>         | Grade 4: Points 5 to 8<br>£24,790 to £25,992 Full Time Salary<br>£22,317 to £23,399 Term Time + 3 weeks |
| <b>CONTRACT</b>       | Consideration will be given to full-time or Term Time + 3 weeks   |
| <b>RESPONSIBLE TO</b> | Office Manager  |

### KEY PURPOSE:

Based in the main school office, under the guidance of the Office Manager, the post holder will work across the school to support staff with various administration tasks including reception duties, typing, reprographics, HR, Finance and general administration.

This post contributes to continuous improvement in young people's learning experiences. You will set a positive personal example of a friendly and respectful service, and have a special regard for the development and needs of young people. Specifically, as Administrative Assistant this will be achieved through excellent attendance, punctuality and high-quality performance in relation to planning, preparation, and implementation of your work.



## **Duties and Responsibilities**

### **General**

- Provide personal, administrative and organisational support, as required
- Organise and distribute income and outgoing post
- To undertake a range of administrative and IT based tasks
- To undertake reception duties and to respond to general enquiries from staff, visitors and parents.
- To undertake tasks associated with provision of the school's reprographic service.
- To maintain reprographic supplies to include ordering of new stock as required.
- To take notes/minutes of meetings as required.
- Produce a range of data and provide reports as directed.
- Support the Office Manager in maintaining and updating manual and computer records/returns and management information systems as directed.
- Maintain and collate registers, pupil reports and any other information as directed.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Assist with the organising of the school's Open Day and Open Evening, including the organisation of associated administrative tasks
- The post holder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.
- Any other duties commensurate with the grade as directed.

### **General Responsibilities**

- To carry out duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.



## Personal Qualities

- Work co-operatively with, and in support of all staff in school (including the work of other team members) by undertaking such additional duties as are reasonably commensurate with the post and level of responsibility.
- Be proactive and organised taking responsibility for completion of own workload.
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- Help foster a positive culture by upholding the vision and aims of the school.
- Have due regard for data protection, confidentiality, child protection and health and safety policies.
- Work with pupils and staff in courteous, caring and responsible manner.
- Work with visitors in such a way that it enhances the reputation of the school.
- Support the school in helping to prepare for external inspections (i.e. OFSTED)
- Help protect the school environment by making sure working areas (including shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
- As a user of the school's network, comply with the school's IT policy and social media policy and understand that the school may monitor your emails and internet activity.

## School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

## Health & Safety

In line with the Health & Safety at Work Act colleagues should be aware of the duty of care and follow reporting procedures as determined by the Governors.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trustees of Byrchall High School will expect to revise the job description from time to time and will consult the postholder(s) at the appropriate time.



## PERSON SPECIFICATION

### ADMINISTRATIVE ASSISTANT/RECEPTIONIST

| QUALIFICATIONS   | Essential | Desirable |
|--|-----------|-----------|
| GCSE English and Maths (A to C / 4+ ) or equivalent                                    | ✓         |           |
| First Aid Certificate, or willing to undertake necessary training to provide first aid |           | ✓         |
| Knowledge of SIMS  |           | ✓         |

| KNOWLEDGE AND SKILLS   | Essential | Desirable |
|--|-----------|-----------|
| Knowledge of office procedures   | ✓         |           |
| Can demonstrate good numeracy and literacy skills  | ✓         |           |
| Ability to communicate effectively and relate well with a wide range of children and adults with varying abilities and needs   | ✓         |           |
| Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals              | ✓         |           |
| Ability to plan and manage your own workload and meet deadlines  | ✓         |           |
| Ability to work alone with minimum supervision   | ✓         |           |
| Can demonstrate good basic I.T. and typing skills and ability to use Word and basic database programme (i.e. Microsoft Office) | ✓         |           |
| Ability to undertake general administrative duties within set deadlines  | ✓         |           |
| Excellent organisation and time/resource management skills   | ✓         |           |
| Excellent communication and interpersonal skills, with a good standard of spoken and written English                           | ✓         |           |
| An awareness of current issues facing schools and education  |           | ✓         |
| An appreciation of the different levels of accountability within the school, Governing Body, LA and DfE                        |           | ✓         |
| Proven ability to identify opportunities for improvement in services   |           | ✓         |

| QUALITIES   | Essential | Desirable |
|---|-----------|-----------|
| Commitment to and the ability to support the distractive ethos of the school                                | ✓         |           |
| A personal and friendly nature  | ✓         |           |
| Resilience and confidence to work in a busy and demanding environment                                       | ✓         |           |
| Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies | ✓         |           |
| Maintain confidentiality where appropriate  | ✓         |           |
| Adaptable, flexible, diplomatic, tactful and committed to success   | ✓         |           |



# BYRCHALL HIGH SCHOOL

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|---|---|--|
| Willingness to work occasional unsocial hours | ✓ |  |
|---|---|--|

| <b>STAFFING</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| A commitment to equality of opportunity and fair treatment of all staff and pupils | ✓                |                  |
| A willingness to undertake training to complete training needs                     | ✓                |                  |
| An ability to identify training needs  |                  | ✓                |

| <b>CORPORATE RESPONSIBILITY</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Willingness to comply with the school's policies i.e. Equal Opportunities, Health & Safety | ✓                |                  |
| Willingness to continue personal development in relevant area                              | ✓                |                  |
| Willingness to participate in the staff review and development process                     | ✓                |                  |