



CHERTSEY HIGH SCHOOL

# **Office Administrator – Receptionist**

Application pack



# Welcome to **CHERTSEY HIGH SCHOOL**

I am extraordinarily proud to be the Headteacher of this truly inclusive and diverse school. It is a school where we put the child at the heart of everything we do. Our ethos demonstrates our commitment to the values of knowledge, determination and love, values which are shared by staff, governors and students and guide us in all that we do.

Each child at Chertsey High School is unique; each child is loved and valued. No matter what their start in life, we know they deserve the best and that is what we aim to give them. They are our future and our greatest ambassadors; they are supported by a team of staff united in encouraging, guiding, motivating and challenging each one of them to be the best they can be. During their time with us, children grow, learn, take risks, sometimes making mistakes and falling down, but always rising again to be stronger than before. Above all, they will know that they belong at Chertsey High School.

My wonderful staff are united in their approach. Colleagues are passionate in their belief in and care for our students. They are collaborative and supportive, they are energetic and optimistic; they know that our students can achieve more than they dreamed possible, and that once they have achieved success they will do so, again and again!

As part of Bourne Education Trust (BET), Chertsey High School benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. We are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform.

For more information on what Chertsey High School has to offer, please [visit our website](#) or call 01932 598020 to arrange a visit.



A handwritten signature in black ink that reads 'Mary Gould'.

**Mary Gould**  
Headteacher



# Why choose **CHERTSEY HIGH SCHOOL** and **BET?**



## ✓ **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues (Employer contribution 18.9%)



## ✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



## ✓ **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## ✓ **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## ✓ **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP**, **EAP**, **free online fitness classes**, **flu vaccinations** and **eye tests**, **cycle to work** scheme & occupational sick pay



## ✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



## ✓ **FREE PARKING**

Free on-site parking is available at Chertsey High School



# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [\*\*careers@bourne.education\*\*](mailto:careers@bourne.education)





# 'Knowledge, Determination, Love'

"I love working at Chertsey High School because of the unwavering enthusiasm amongst staff to see every student succeed. It's inspiring to be part of the community."

**Miss McGrandles**

Deputy Headteacher







# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Office Administrator

**Location:** Addlestone, KT15 2EP

**Contract:** Part time, permanent

**Hours:** 35 hours a week (Mon-Fri, 3 days - 8am-4pm, 2 days 7:30am-3:30pm, 39 weeks per year)

**Salary:** Support Pay Scale 5.2 (£26,777 FTE; Actual £22,396.20)

**Responsible to:** School Business Manager, and ultimately Headteacher

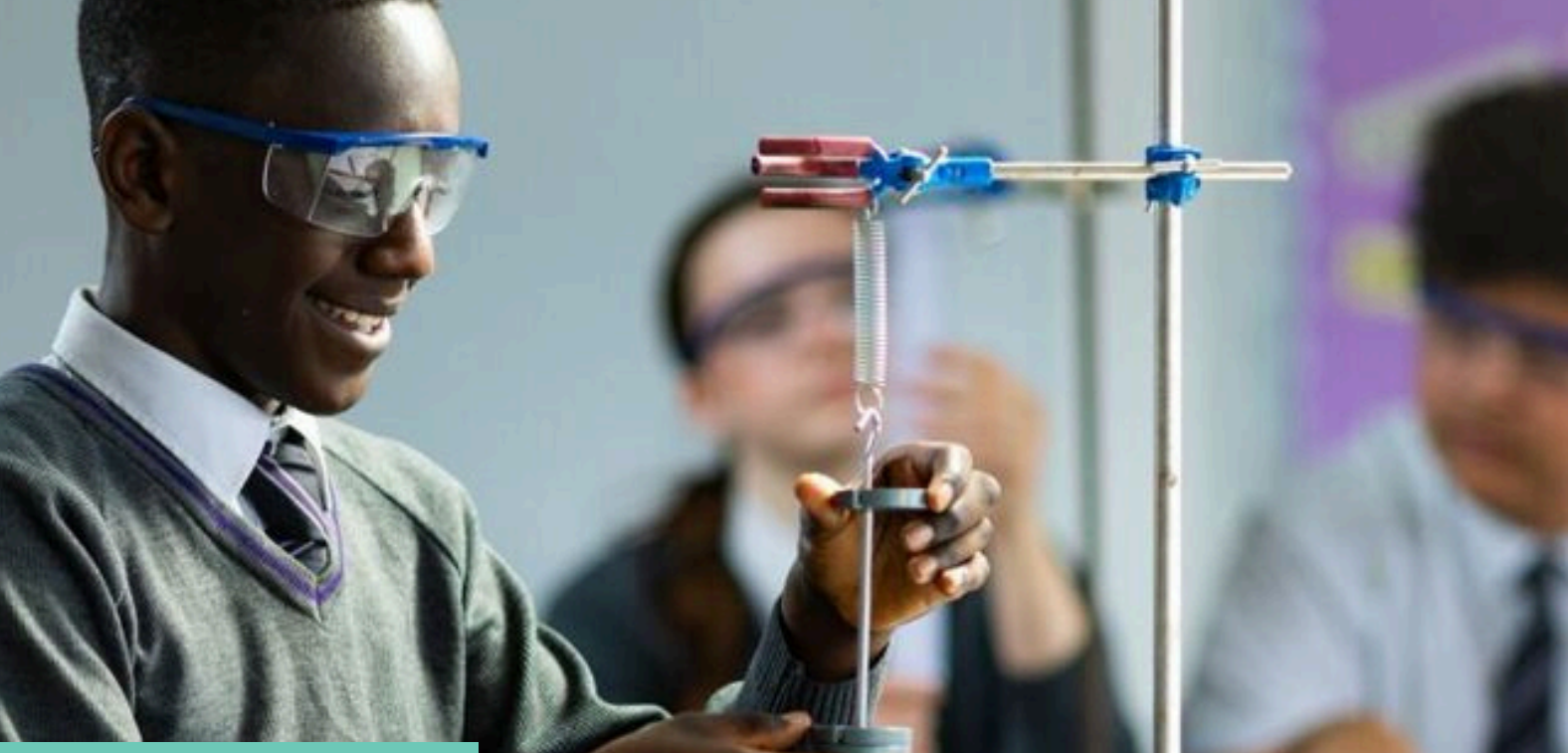
## ROLE PURPOSE

Responsible for providing with a high level of accuracy, effective and efficient administrative and clerical support within the school alongside an excellent and proactive front-line customer service to families and visitors.

We work together as part of a multi skilled team to ensure the delivery of a proficient service. Our commitment to your continuous professional development means that you will gain experience and training in all front of house and administrative specialisms available within the school office team.







## MAIN DUTIES AND RESPONSIBILITIES

- Provide effective administrative support to the School Business Manager and office team
- Undertake general admin duties as required for the efficient function of the office team
- Keep up-to-date records of changing school information and maintain key information for reference and distribution, as necessary
- Provide admin support to teachers and Leadership as required
- Provide admin support for school trips and events
- Contribute to the effective management of the school reception throughout the school day, especially during the peak periods
- Ensure that visitors and members of the community are greeted and welcomed to the school in a warm and professional manner
- Deal efficiently, professionally and effectively with all telephone and visitor enquiries, providing advice, answers and information to the caller where possible
- Filter, direct or redirect calls to the most appropriate person to deal with the enquiry at the lowest level, providing as much help and support as possible if the most appropriate person is not available
- Assist pupils and staff who come to the school reception throughout the school day
- Use the school's communication and IT systems to provide and gather information needed for effective communication and the efficient operation of the school's reception
- Other administrative duties as required by the Senior Leadership Team





# Person SPECIFICATION

## ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- GCSE English and Maths (or equivalent appropriate qualification)
- Experience working in an office environment
- Excellent communication skills, both written and verbal
- Knowledge of relevant policies/codes of practice and awareness of legislation i.e. safeguarding and equal opportunities
- Excellent and effective administrative skills
- Excellent ICT skills and proficient in all MS office applications
- Good organisational skills, particularly concerning data handling and the maintenance of records
- Ability to work independently using own initiative and manage time effectively
- Ability to maintain an orderly working environment but be flexible to cope with interruptions and changing priorities

## DESIRABLE SKILLS:

- Previous reception / administrative experience within a school environment
- Experience of school software packages such as Arbor
- Experience of social media platforms within a professional context

## PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our [BET Behaviours](#) which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.





# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **7th September 2025**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





Chertsey Road  
Addlestone  
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Bourne Education Trust

