

The Bishop David Brown School



Candidate Pack Administration Assistant

Location: **Woking, Surrey**

Start date: **As soon as possible**



Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto – Excellence through collaboration – encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer



Welcome from the Principal

A very warm welcome to The Bishop David Brown School, where we work together to enable all to excel.

We are an ambitious school; committed to the success of every student and dedicated to the ongoing development of our staff. Their passion, expertise, and unwavering dedication form the foundation on which our students thrive – both during their time at BDB and as they step confidently into futures filled with choice and opportunity. Every day, all our staff firmly commit to being the best we can be – because BDB students deserve the very best education within and beyond the classroom.

Our ambitious plans build on strong foundations of excellent learning opportunities, collaborating with others on exciting developments to foster an environment where everyone in our community can truly excel. Our philosophy is centered on the knowledge that for students to flourish, they must feel safe, happy, known and valued as individuals. The unique qualities that every individual brings to our community are celebrated, generating a deep-rooted sense of belonging at BDB.

You will find that our learning environment is truly impressive, with outstanding specialist facilities across all curriculum areas. Our curriculum resources and teaching practices are always evolving as we consider the latest research and evidence about how to support students in the most impactful way. With inclusive practice at the heart of our teaching, we ensure that all our young people are ambitious and active learners, with independent study skills and curious minds so that they are prepared for the diverse challenges of the future. Beyond the classroom, we have engaging enrichment activities that enhance every child's breadth of interest, continuing to support their personal development, identities and passions.

Above all, my ambition is for BDB to be a happy school where staff and students alike eagerly anticipate each day, confident in the consistent support, appropriate challenges, and enriching experiences that empower everyone to develop and excel. Whether you are a current or prospective family or staff member of BDB, I look forward to the opportunity to discuss further with you how our fantastic learning community enables all to excel.

Ms C Venter MA(Oxon), PGCE, MEd, NPQH
Principal



About Unity Schools Trust

Unity Schools Trust is a Multi-Academy Trust and was formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking

Ethos and Values

The stated objective of Unity Schools Trust is to achieve 'excellence through collaboration'. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character building opportunities.

When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

Our Objective

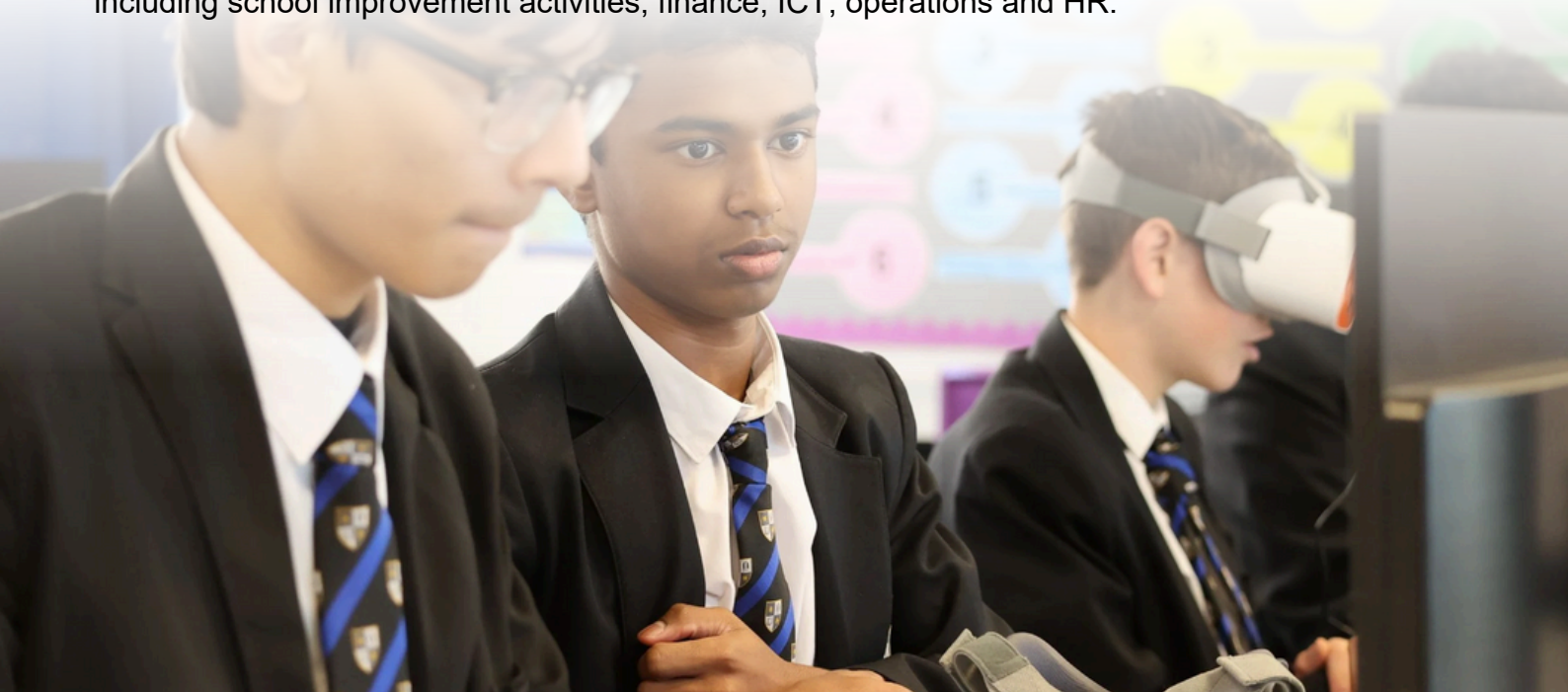
The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT, operations and HR.



Why join our team?

The recruitment and development of an exceptional staff team is a top priority for us at The Bishop David Brown School as well as across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the community we serve.

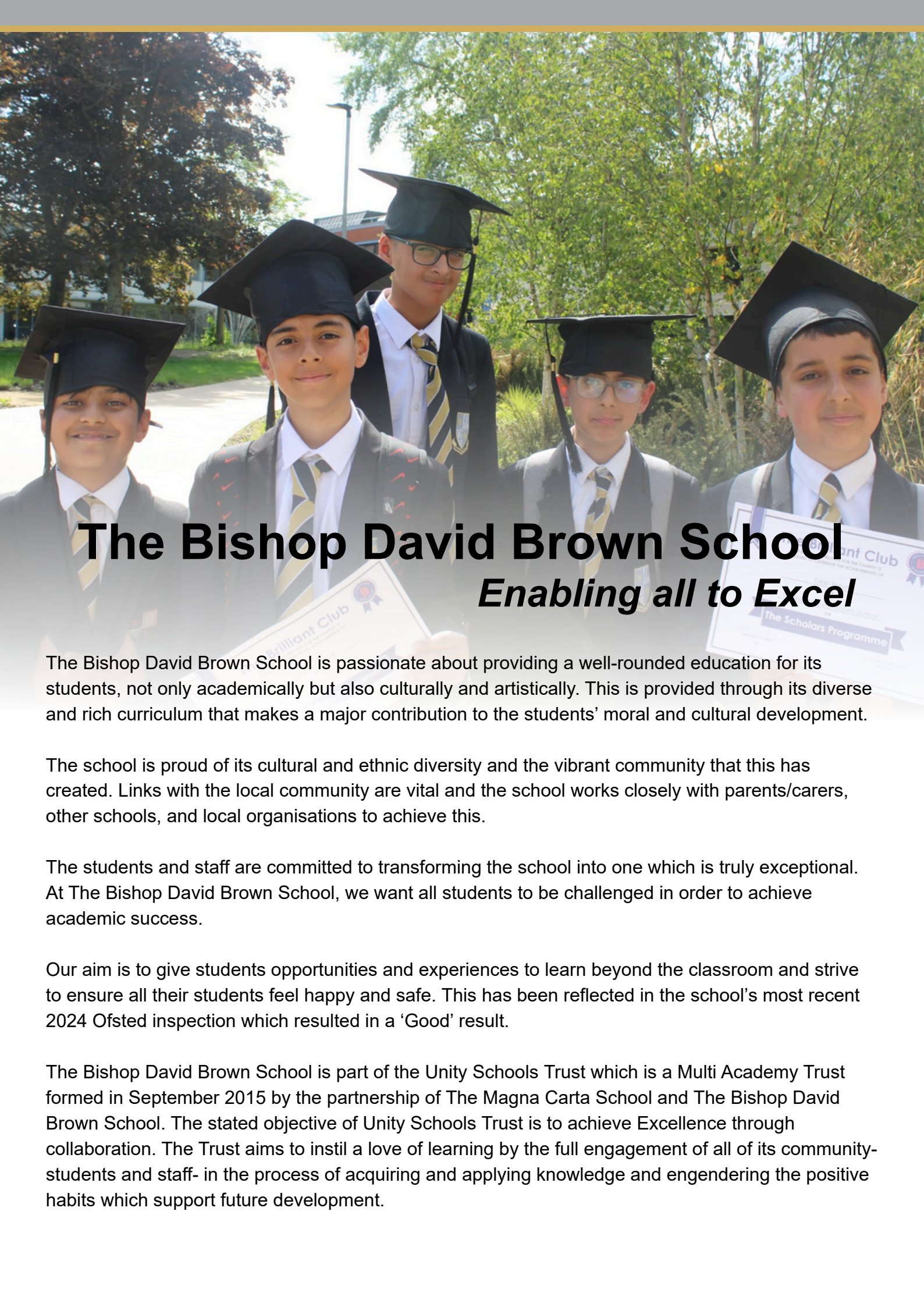
At The Bishop David Brown School, you will benefit from:

- Great behaviour with a centralised detention system that is run by school leaders
- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

All staff have a designated SLT Line Manager as well as Head of Department. Staff are also able to ask for support from our Trust HR department if needed.

We offer bespoke guidance to our staff at all stages of their careers. All leaders are also supported to develop leadership skills through our 'Leadership Development Programme'.





The Bishop David Brown School

Enabling all to Excel

The Bishop David Brown School is passionate about providing a well-rounded education for its students, not only academically but also culturally and artistically. This is provided through its diverse and rich curriculum that makes a major contribution to the students' moral and cultural development.

The school is proud of its cultural and ethnic diversity and the vibrant community that this has created. Links with the local community are vital and the school works closely with parents/carers, other schools, and local organisations to achieve this.

The students and staff are committed to transforming the school into one which is truly exceptional. At The Bishop David Brown School, we want all students to be challenged in order to achieve academic success.

Our aim is to give students opportunities and experiences to learn beyond the classroom and strive to ensure all their students feel happy and safe. This has been reflected in the school's most recent 2024 Ofsted inspection which resulted in a 'Good' result.

The Bishop David Brown School is part of the Unity Schools Trust which is a Multi Academy Trust formed in September 2015 by the partnership of The Magna Carta School and The Bishop David Brown School. The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Trust aims to instil a love of learning by the full engagement of all of its community-students and staff- in the process of acquiring and applying knowledge and engendering the positive habits which support future development.

Job Description

Job Purpose

Make a real difference. Your work in this role will directly impact the Trust's achievements and progress, driving us towards excellence. Shape our culture. Help us build a centre of excellence characterised by mutual respect, tolerance, care, and support. Foster a sense of pride in everything we do.

Join our collaborative school community as an Administration Assistant!

In this role, you'll be part of the school's welcoming face, ensuring a positive first impression for stakeholders and providing efficient support to our dedicated staff. You will complete administrative tasks with precision, while navigating inquiries and situations with professionalism and friendliness.

Key Responsibilities

- Be the welcoming face of the school, creating a positive first impression of the school reception.
- Support, organise and connect. Provide efficient and professional support to staff and visitors through email, phone, and in-person interactions. Plan and execute school events to foster collaboration and community.
- Master the systems. Utilise Office, Outlook, SIMS, and other school systems to manage tasks effectively.
- Champion child welfare. Contribute to safeguarding children and young people, adhering to strict procedures. Support the school's provision of first-response first aid as required maintaining your First Aid qualification.
- Connect and collaborate. Partner with the central Trust team to achieve our shared vision, ensuring consistency and excellence across the organisation.
- Provide printing, photocopying, finishing and collation of documents as required.

Job Title: Administration Assistant

Salary: £20,531.78 to £23,076.53 p.a. USTS 4 (FTE - £23,866 to £26,824 p.a.)

Working Hours: 36 hours per week, 39 weeks per year (Term time plus 5 Inset days)

Working Pattern: 8.30 a.m. to 4.15 p.m., Monday to Thursday, with a 30-minute unpaid lunch break and 8.45 a.m. to 4.15 p.m., on Fridays, with a 30-minute unpaid lunch break



Job Description continued

Main Duties and Responsibilities:

- Manage advance orders for bulk photocopying.
- Organise servicing and maintenance of all reprographics equipment and keep appropriate records.
- Provide general and confidential administrative tasks.
- Assist with the preparations for school events, exams, projects and functions.
- Ensure school information and documentation is processed efficiently and within agreed deadlines.
- Assist with displays and notices around the school and promotion publications as requested.
- Manage mail, purchase orders, and reports.
- Respond promptly to communication requests and student queries via the student window.
- Provide first-respond aid and cover break/lunchtime duties as needed.

Other Duties

- Be aware of and comply with all UST / school policies and procedures especially those related to safeguarding, health and safety, confidentiality and GDPR / Data Protection.
- Participate in performance management.
- Take responsibility for own continuing professional development.
- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and wellbeing.
- Attend training and development sessions, as appropriate.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties as appropriate to the level of the role.



Person Specification



Application Form – AF; Interview – I; R - References

Education and Qualifications	Essential	Desirable	How Assessed
GCSE Grade C or equivalent in English and Maths	✓		AF
First Aid qualification or willingness to obtain one	✓		AF
Experience and Knowledge			
Use of management information systems		✓	AF, I
Successful experience in a directly relevant role		✓	AF, R
Experience of working in a school or similar environment		✓	AF, I
Experience of working with young people		✓	AF, I
Skills and Aptitude			
Excellent organisational, planning and interpersonal skills	✓		I
Experience of maintaining records, using IT systems	✓		AF, I
Effective oral and written communication skills	✓		AF, I
Flexible approach and the ability to work under pressure	✓		I
Able to work effectively independently	✓		I
Personal Qualities			
Able to liaise appropriately and sensitively with colleagues, students, parents and carers	✓		AF, I
A commitment to diversity and equality	✓		AF, I
Ability to manage time effectively and prioritise work	✓		I
Ability to work with discretion and confidentiality	✓		AF, I
A professional approach in all areas of work	✓		AF, I, R
A commitment to the safeguarding of children and young people	✓		AF, I, R

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We would encourage to submit an early application.

Unity Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS and barred list check. The School is an equal opportunities employer.

Closing date:
24 February 2026



The Bishop David Brown School
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Woking
GU21 5RF



UNITY
SCHOOLS TRUST

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