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**Mr R McDonough** MA B.ED (Hons)  
Principal

**Mr T Peacock** B.Sc (Hons)  
Head of School

## The West Bridgford School

09<sup>th</sup> January 2019

Dear Applicant,

### **Re: Administration Assistant for the Post 16 Centre**

Thank you for your interest in the above post. The Governors are seeking to appoint an Administration Assistant for the Post 16 Centre

Enclosed with this letter are the following:

Copy of the Advertisement  
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Monday 21<sup>st</sup> January 2019.

Yours sincerely,

HR Department



## **The West Bridgford School**

Loughborough Road, West Bridgford,  
Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: [vacancies@wbs.school](mailto:vacancies@wbs.school)

Secondary roll: 1647 including 373 in the sixth form



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### **ADMINISTRATIVE ASSISTANT FOR THE POST-16 CENTRE**

**37 Hours Per Week – Term Time Plus Three Weeks**

**Scale 4 Points 18 to 21, £18,870 to £20,541 (pro-rata; actual salary will be £17,117 - £18,633)**

The West Bridgford School is seeking to appoint an Administrative Assistant for the Post-16 Centre. This is an exciting opportunity for the successful candidate, who will need to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The post offers variety and challenge, combining administrative roles such as attendance monitoring, pastoral support and the opportunity to create and develop aspects of the role that the successful candidate is particularly interested in. You will be joining a vibrant, lively team, therefore it is essential that you are a strong team player.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at [www.wbs.school](http://www.wbs.school) vacancies are found under the 'about us' tab or email [vacancies@wbs.school](mailto:vacancies@wbs.school). Only applications submitted on the school's application form will be considered.

**Closing date for applications is 12 noon on Monday 21<sup>st</sup> January 2019**



## **JOB DESCRIPTION**

### **Administrative Assistant for the Post 16 Centre**



Grade:	Scale 4 Points 18 to 21
Salary:	£18,870 - £20,541 (pro-rata; actual salary will be £17,117 - £18,633)
Responsible to:	Director of Post-16
Hours of work:	8:00am – 4:00pm (3:30pm Fridays) with half an hour lunch (unpaid) Term time plus three weeks: two specified weeks during the summer holiday period and one week to cover any additional hours required throughout the year (such as evenings and/or other school holiday periods)
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

### **Duties and Responsibilities**

To provide clerical and administrative support for the staff and students for the large and very successful Post 16 Centre, including the use of education-specific systems (e.g. SIMS).

1. UCAS references, form checking, reference monitoring, setting up of the entry database. This is the process by which students apply for University and would usually involve over 150 students.
2. 16-19 Bursary administration. This is the means tested support grant for post 16 students which depends on satisfactory attendance that needs to be verified by the school.
3. Oversight of attendance and initial follow up.
4. Reports on attendance and achievement drawn from existing databases.
5. Maintenance of student records.
6. Reception for the Post 16 Centre.
7. Clerical support for Post 16 e.g. preparation of documents.
8. Post 16 resources management (within the centre). Oversight of books and equipment which are held within the centre.
9. Study Centre supervision. The Post 16 Centre is a large building with many independent study areas and the successful candidate may be asked to assist in maintaining the atmosphere of quiet study.
10. Collection of monies for trips etc.

11. Administration of applications to the Post 16 Centre from both internal and external students.
12. To help prepare the materials which are required to promote recruitment to the Post 16 Centre, primarily the Post-16 Prospectus.
13. Assistance with preparation and attendance at consultation sessions, open evenings and after school events.
14. Maintenance of Centre diary.
15. Assist with First Aid in School and be on the First Aid Rota (training will be provided).

**PERSON SPECIFICATION**  
**Administrative Assistant for the Post 16 Centre**

<b>Qualifications/training</b>	
First Aid at Work qualification	Desirable
Maths and English GCSE Grade C or above (or equivalent)	Essential

<b>Experience</b>	
Experience and enthusiasm for working with children of all ages, particularly Post 16 students	Desirable
Previous experience of working in a school-based environment	Desirable

<b>Skills</b>	
Good organisation and record-keeping skills	Essential
Good communication and people skills	Essential
Basic ICT competence, including Microsoft Office	Essential
Good typing speed	Desirable
Ability and desire to work independently and with initiative	Essential

<b>Qualities</b>	
Suitable for work with children	Essential
Willingness to continue learning and developing the role	Essential
Ability to work in a team	Essential
Commitment to excellence and personal endeavour	Essential
Empathy with children and their varied needs	Essential
Commitment to maximising student achievement	Essential
Versatility	Essential
Flexibility	Essential
Good telephone manner	Essential