

WH

WOOLMER HILL SCHOOL

Weydon
MULTI ACADEMY TRUST

Administrative Assistant School Office



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Candidate Letter

Dear Candidate

Thank you for your interest in our post of School Administrative Assistant.

We are looking forward to recruiting a dynamic, passionate and enthusiastic member of staff to join our Administration Team and to be an integral member of our school community.

We are a friendly and supportive team of enthusiastic and well-qualified staff, and we are very lucky to work with fantastic students. Staff and students alike are Proud to Belong and Proud to Achieve within our school community. We are looking for team players who share our passion and dedication and who are committed to continuous improvement and professional development.

Our core values of Ambition, Growth, Respect, Community, Excellence and Wellbeing are at the heart of all we do.

Please see the WMAT staff prospectus for details about what our wider Trust can offer you, and visit our school website and Facebook page to get a flavour of who we are and what we do. Please contact us if you have any questions about the role, or if you would like to visit us prior to making an application.



Clare Talbot
Headteacher





School Information

Proud to belong – Proud to achieve

“Pupils are overwhelmingly respectful and polite”

“There is a happy atmosphere in this school. Staff know pupils well and care about them. Relationships are overwhelmingly positive. The values of ‘proud to belong, proud to achieve’ are reflected in pupils’ behaviour generally and in how they approach their work.”

OFSTED, January 2023

Woolmer Hill is a successful 11-16 mixed comprehensive academy based on a wonderful 25-acre site on the outskirts of Haslemere on the Surrey, West Sussex and Hampshire borders. The school attracts students from a wide area including Thursley, Grayshott, Beacon Hill, Chiddingfold, Grayswood, Hindhead, Liphook, Churt, and Farnham, as well as Haslemere itself. We are a growing, over-subscribed and friendly school with a strong and supportive community spirit and inclusive ethos. We have high expectations of all members of our school community.

We have an inclusive approach to educating the whole person, based upon an ethos of mutual respect and active involvement in all aspects of school life. We believe that all members of our school community should be challenged to achieve their full potential. We place a great deal of emphasis on developing independent, life-long learners and work closely with our post-16 partners to ensure that our students have the qualities necessary to succeed in post-16 settings and beyond to university and the workplace. Our students are a wonderful group of young people to work with.

It is important to us that the views and contributions of our students are valued and that they are involved in decisions that affect their school. We have an active House Council and student leadership group, who meet regularly to discuss whole-school matters or to lead their own projects.

We have a House system with four houses, through which we encourage competition in a wider variety of academic, sporting and fun competitions each term. The Houses are led by staff House Leaders with student House Captains, which affords another great opportunity for student leadership.

We make maximum use of the exceptional resources available to us on the site, including our 25 acre grounds and The Edge sports centre with its large multi-purpose sports’ hall and two flood lit all-weather pitches. The Edge also has fitness suites, a dance studio, an indoor hockey pitch as well as basketball and badminton courts.



Since April 2017, we have been a member of the Weydon Multi Academy Trust (WMAT), which provides many opportunities for students and staff to collaborate. Please see the WMAT staff prospectus for more details.

We are also an active member of the Waverley Federation, which includes ourselves, Broadwater, Glebelands and Rodborough schools working in partnership with Godalming College. This partnership allows our students to access a range of vocationally related courses at KS4 that the Federation procures from a number of different centres. The Waverley Federation also supports students in Key Stages 3 and 4 through the STAR project. This is a project that is intended to support students who struggle with the demands of full-time school-based programmes and offers a range of courses and experiences aimed at supporting them to integrate back into mainstream education later in their educational careers.

We offer a wide range of subjects taught by specialist teachers with specialist resources. We organize our curriculum in order to maximise opportunities for our students and ensure a broad and balanced three-year KS3 curriculum. We are organised on a faculty basis with English, Mathematics, and Science at the core. The vast majority of our Year 11 students continue with full-time education at Sixth Form level, with many going to Godalming or Alton Colleges. Other students pursue their studies at the colleges in Farnham and Guildford.

The staff are the most important resource in any school and at Woolmer Hill we have an excellent staff team, and both teachers and associate staff make a valuable contribution to the life of the school. The quality of teaching is very good and we work hard to make the experience for the students in the classroom the best that it can be. Teachers are supported by curriculum support staff and technicians. The Admin team encompasses a broad range of administrative roles that enable us to function efficiently as an Academy without over-burdening teachers with administrative tasks. All staff are generous in their use of free time to support individual students, events and activities outside the classroom.

We are a successful school and achieve high standards across the board. We constantly work hard to develop and improve both opportunities and outcomes for all of our students. We have high expectations of anyone who joins our team, but are in no doubt that the professional and personal rewards for those who work with our students are many.

Surrey schools are well known for their standard of academic excellence. Woolmer Hill is no exception. Visit our web site www.woolmerhill.surrey.sch.uk for more information or visit us to see the school in action.

“Staff greatly enjoy working at the school”

“One parent described the school as having ‘a family approach’, a view mirrored by staff and students during the inspection”

(Ofsted January 2023)



Job Advert

School Administrator Required ASAP

We are seeking a friendly, supportive, efficient and organised administrator to join our team in our oversubscribed and growing school.

Candidates should ideally have experience of working with young people, have excellent communication skills and a good level of education. A high level of confidentiality will also apply to this role.

Duties will include:

- Responsible for School transport
- Responsible for management of school minibuses
- Assisting with the organisation of School trips and visits
- Scheduling student immunisations and being the point of contact for the School Nursing team
- Scheduling student school photography
- Reception, dealing with queries in person, on the telephone or by letter/e-mail
- General administrative duties - letters, spreadsheets, photocopying, and filing
- First Aid (training will be given)

If you have the following, we would love to hear from you:

- The ability to communicate in a warm and professional manner with parents and visitors both in person and on the telephone
- The ability to work under pressure, prioritise workload and cope with many interruptions
- Good ICT skills including Microsoft Office and Google. Knowledge of Arbor would be an advantage
- Good standard of education, including Maths and English at GCSE Grade C/4 or above, or equivalent
- A positive, "can do" attitude, the ability to work as part of a team but also willing to use own initiative
- The ability to be discreet and a good understanding of safeguarding and data protection
- A flexible approach to additional working when required



We can offer you:

- Fabulous students and staff!
- A friendly and well-motivated staff team who work collaboratively to meet the needs of all students at Woolmer Hill School
- Opportunities to work and train across the Trust

We are looking for someone who will be available for 33.35 hours over 5 days per week, term time only plus one week in the school holidays (40 weeks), 08:30-15:30 Mon-Fri.

We are an 11-16 Academy of 900 students, situated in a fantastic location on the outskirts of Haslemere. Haslemere lies in Surrey, on the border with Hampshire and West Sussex and we have excellent road and rail links to neighbouring counties. We are situated just 3 minutes' drive off the main A3 and we are also fortunate to have a train station in Haslemere on the mainline from Portsmouth to London Waterloo. This makes us very accessible from the South Coast or outer London areas by train or car.

Application and equalities monitoring forms need to be submitted to hr@woolmerhill.surrey.sch.uk

Salary:	WA3-9 £24,420 FTE Actual £19,462
Benefits:	Health insurance provided for all staff
Closing date for applications:	Monday 26 th January 2026
Start date:	ASAP

We reserve the right to interview early if we receive suitable applications, so please apply early to avoid disappointment!

Woolmer Hill is committed to safeguarding and promoting the welfare of children and equality and diversity in all aspects of employment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS)







WMAT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.'



Job Description

KEY ACCOUNTABILITIES

-  Student Transport
-  Student Immunisations/Photographs
-  Trips and Visits
-  Assisting the Administration Manager in providing a reception service dealing with incoming and telephone calls.
-  Assisting the Administration Manager, Headteacher's PA, Business Operations Manager with general administrative tasks and photocopying
-  Administrative support for all members of staff

Student Transport

Your responsibilities will include coordinating all aspects of the school's vehicle fleet and home-to-school bus service, including maintenance, scheduling and planning transportation services and managing transport-related documentation and communication.

You will liaise with parents, students and transport providers to ensure seamless operations, maintaining accurate records of transport schedules, routes and pupil information.

You will handle enquiries and resolve issues related to school transport, ensuring that all transportation activities comply with relevant regulations and School policies.

Student Immunisations

You will be responsible for co-ordinating the school immunisation programme, ensuring effective collaboration and communication with the community nursing team, parents and students.

- Work closely with the community nursing team to set dates for immunisation sessions in line with the school calendar, ensuring minimal disruption to academic activities.
- Coordinate with the nursing team on requirements like space, equipment, and materials (e.g. medical supplies, privacy screens).
- Ensure the nursing team adheres to all school safety protocols, including proper disposal of medical waste and hygiene standards.
- Send out detailed information to parents explaining the immunisation program, including dates, benefits, and contact information for questions or concerns.
- Act as a point of contact for parents with concerns about immunisation, working with the nursing team to provide accurate and reassuring information.



Trips & Visits

- Liaising with the lead teacher for educational visits (EVC), staff and parents
- Working with the Finance office and using Arbor
- Liaising with travel companies and creating trip itineraries
- Preparing medical information for trips from the school database

General Duties

- Communication with parents, both verbally and written
- Prepare external post
- Maintain student files in Arbor
- Reception cover
- Any other reasonable request as requested by the Headteacher
- Photocopying
- First Aid (as part of a team)
- Assist at other schools within the Trust when required

These tasks serve to indicate the range of duties and level of responsibilities involved. Although the list is not exhaustive and may include other duties, which may reasonably be regarded as within the nature of the post as defined. Any changes of a permanent nature shall be incorporated into the job description in specific terms.



Person Specification

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> GCSE Grade C / 4 in Maths and English 	<ul style="list-style-type: none"> Training in a related field (e.g. Arbor, first aid, behaviour management)
Pastoral Experience	<ul style="list-style-type: none"> Experience of working in a school or similar establishment. Understanding of basic principles of health and safety in a school environment Ability to relate well to children and adults 	
Knowledge and skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills and good standard of numeracy and literacy skills. Ability to build and form good relationships with young people, colleagues, other professionals and parents/carers Ability to work constructively as part of a team, understanding school roles and responsibilities including own Initiative and ability to prioritise one's own work and work under minimal supervision Proficient in the use of IT, including word-processing, spreadsheets, databases and internet systems. Ability to absorb and understand a wide range of information. Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to adhere to, and interpret, working procedures and policies in a school environment. Efficient and meticulous in organisation and record keeping Ability to deal with confidential data / issues appropriately. 	<ul style="list-style-type: none"> Knowledge and experience of Arbor Knowledge of Equal Opportunities and approaches to inclusion. Knowledge & understanding of Child Protection and Safeguarding procedures.
Personal Qualities	<ul style="list-style-type: none"> Organised, reliable, committed and trustworthy Able to work flexibly to meet deadlines and respond to unplanned situations. Desire to enhance and develop skills and knowledge through CPD. Commitment to the highest standards of child protection. Recognition of the importance of personal responsibility for Health & Safety Commitment to the school's ethos, aims and its whole community Warm and welcoming whilst always completely professional Robust, resilient and positive! Sense of humour 	