

St. Crispin's
Excellence for all



Excellence FOR ALL

Applicant Information Pack:
Communications Administrator

Closing date: 9am on Wednesday 10th September

Applications can be made via

TES quick apply or by completing the [application form](#)

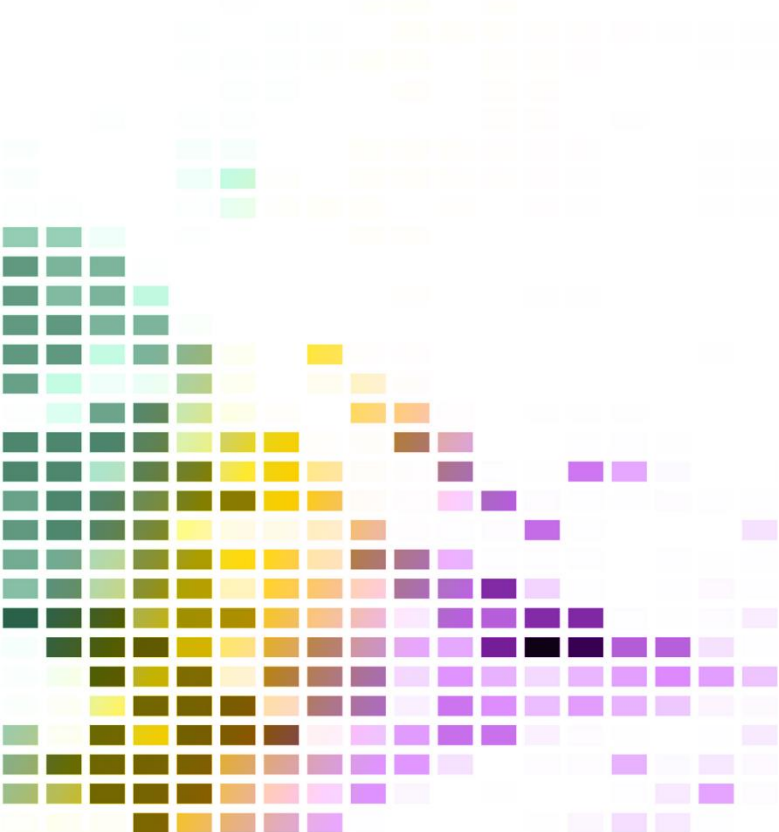
To arrange a visit or return completed forms contact

Sarah Hales - hales@crispins.co.uk tel. 0118 978 1144



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Are you a proactive, detail-oriented individual with the skills to take responsibility for written communications across our school?

Fixed Term (with a view to permanency) | Immediate Start | 9.00am – 2.30pm, Monday – Friday
The Circle Trust Support Pay Scale Grade 4 point 9. Actual salary £17,345 per annum

We have an exciting opportunity for a well-organised individual with a keen attention to detail to join our wonderful support team here at St Crispin's School. We are looking for someone to take responsibility for the delivery of high-quality written communications to both our internal and external stakeholders. The successful candidate requires excellent written skills and the ability to produce error-free work; confidence to collaborate with our senior team in addition to staff in departments across the school, and the ability to multi-task and manage their time efficiently.

In return, we offer a warm and welcoming, supportive environment where staff wellbeing is key; we want you to enjoy coming to work and to feel valued in all that you contribute.

If this sounds of interest, we would love to hear from you.

Visits to the school, prior to application, are welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk | Tel: 0118 978 1144

Applications can be made via TES quick apply or by completing the [application form](#) on our school website

Closing date: Wednesday 10th September 2025 | **Interview date:** Week commencing Monday 15th September

Please note, we will be reviewing applications daily and reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

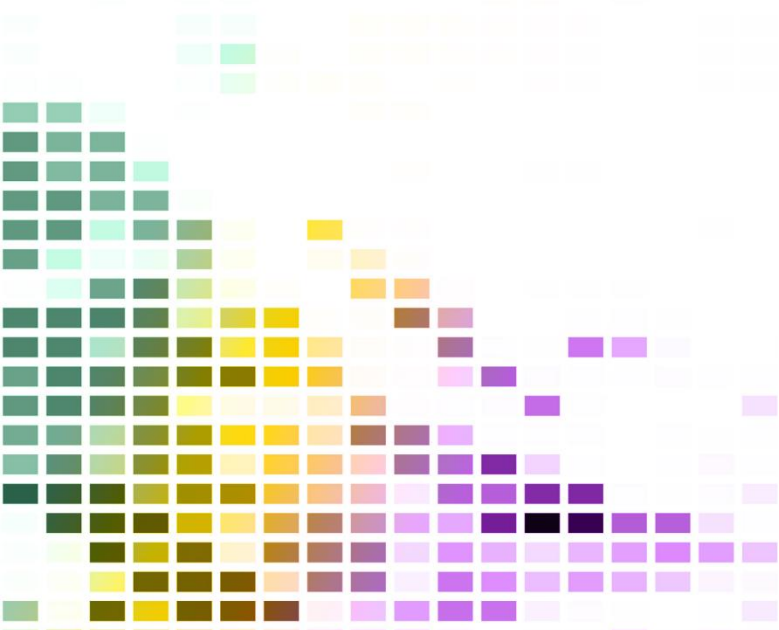
We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN) for Year 7	210
NoR	1496
Ofsted	Good (2022)





Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Job description

Salary	The Circle Trust Support Pay Scale Grade 4 point 9. Actual salary £17,345 per annum		
Contract	Fixed Term (with a view to permanency) 9.00am – 2.30pm, Monday – Friday Term time plus 5 INSET days	Start Date	Immediate Start

Aim and main purpose of the job:

- To manage and deliver all written communications across St. Crispin's School; providing accurate, timely content to internal and external stakeholders.

Specific Accountabilities:

- Responsibility for all written correspondence to the school community.
- Ensure accurate and timely delivery of all content.
- Write, proofread and refine high-quality, engaging copy.
- Manage communications to support key school events, such as Open Evening and Presentation Evening.
- Collaborate with departments across the school in addition to members of the senior team.
- Maintain a calendar of school activities to ensure communication aligns with requirements.
- Ensure all content and communication is consistent with the high-quality of the school brand.

General Accountabilities:

- To positively represent St. Crispin's School to all stakeholders.
- To follow statutory guidance and school policies, including child protection, safeguarding and GDPR.
- To carry out tasks as reasonably required by the Headteacher.

Details of Line Management:

- The post of Communications Administrator is line managed by the School Business Manager.
- The post of Communications Administrator has no line management responsibility for other staff.

Notes:

- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of staff are expected to be flexible to ensure the most effective organization and delivery of support to St. Crispin's School.
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



Person specification

Criteria		Essential	Desirable
Qualifications and training			
1	English GCSE or above	✓	
Competence Summary (knowledge, abilities, skills, experience)			
2	Clear and professional communicator, able to deal with students, parents and all levels of staff	✓	
3	Able to manage own time to multi-task and complete projects	✓	
4	Confidence to use initiative to ensure high-quality, error-free work	✓	
5	Proficient with Microsoft Office Suite: Outlook, Word, Excel and Forms	✓	
6	Experience of working within an educational environment		✓
7	Knowledge of Arbor		✓
8	Knowledge of editing tools Canva and Publisher		✓
Work related personal requirements			
9	Willing to learn new tools and techniques	✓	
10	Able to respond flexibly and adapt to changing and challenging circumstances	✓	
11	Ability to be sensitive to other colleagues' opinions with ability to express own opinion in a professional manner	✓	
12	The ability to represent the school in a professional manner	✓	
13	The capacity and commitment to contribute to whole school life	✓	
14	Ability to maintain strict confidentiality of information received and processed as part of the job role	✓	



Photo taken by Stewart Turkington Photography

About Wokingham

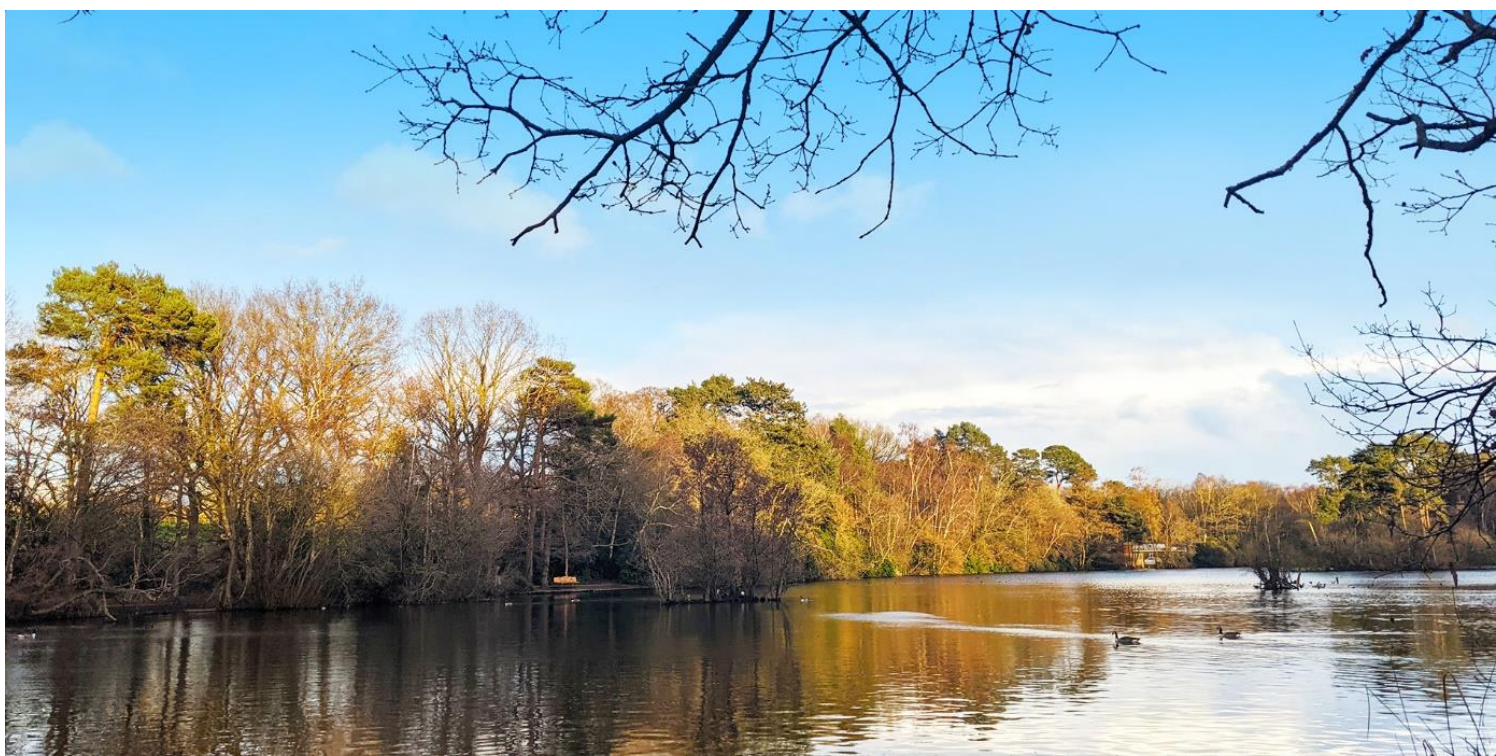
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School

Visits to St. Crispin's are warmly welcomed.

To arrange a visit, please contact Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144

Application form

Please complete the [application form](#) or, 'Quick Apply' form if applying via TES. These are the only forms that will be accepted. You should ensure that your personal statement is no more than two pages of A4.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunity monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is **9.00am, Wednesday 10th September**. Applications can be made via **TES quick apply** or the [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144

Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

Interview date

Week commencing **Monday 15th September.**

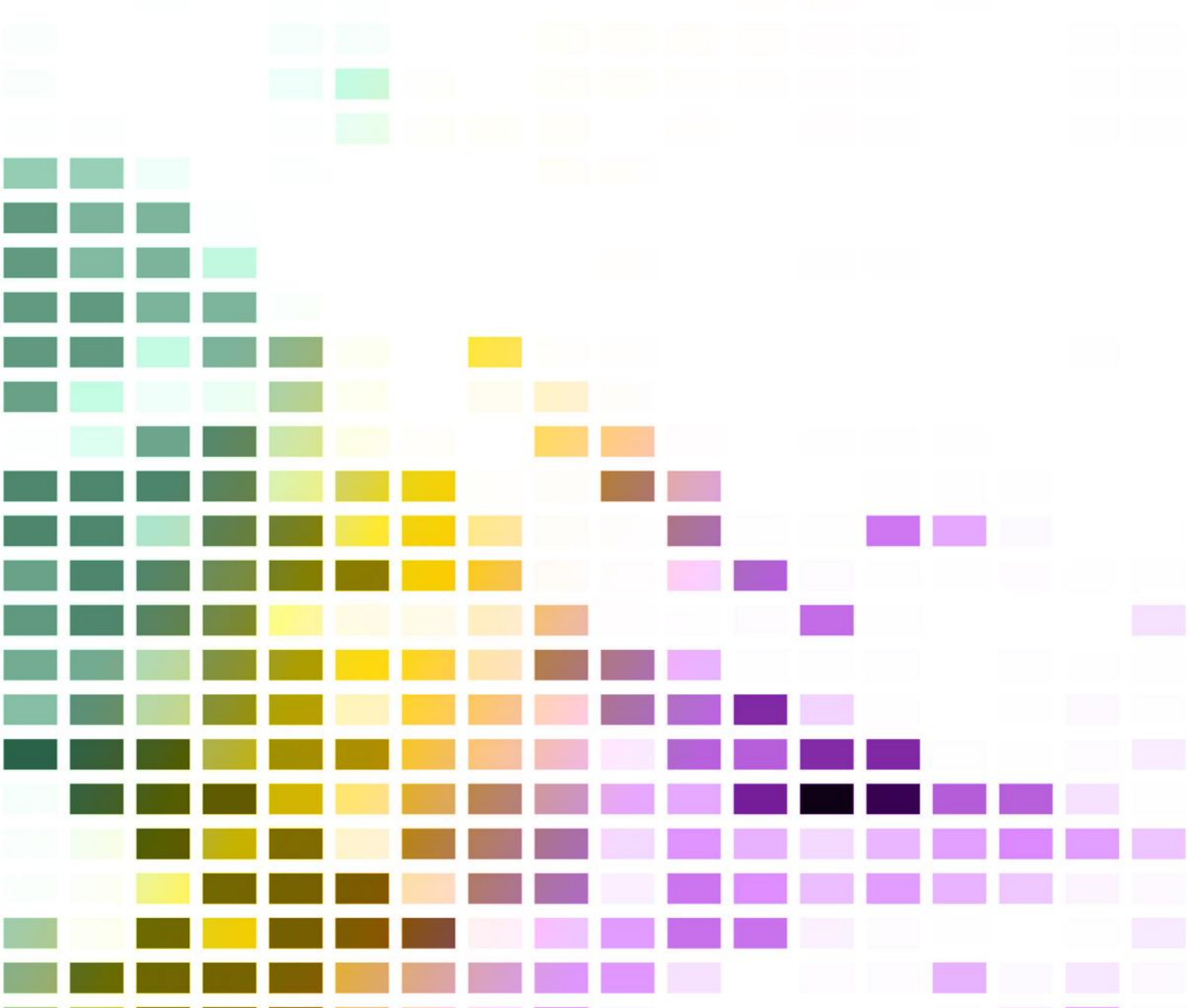
Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email



How we use your data

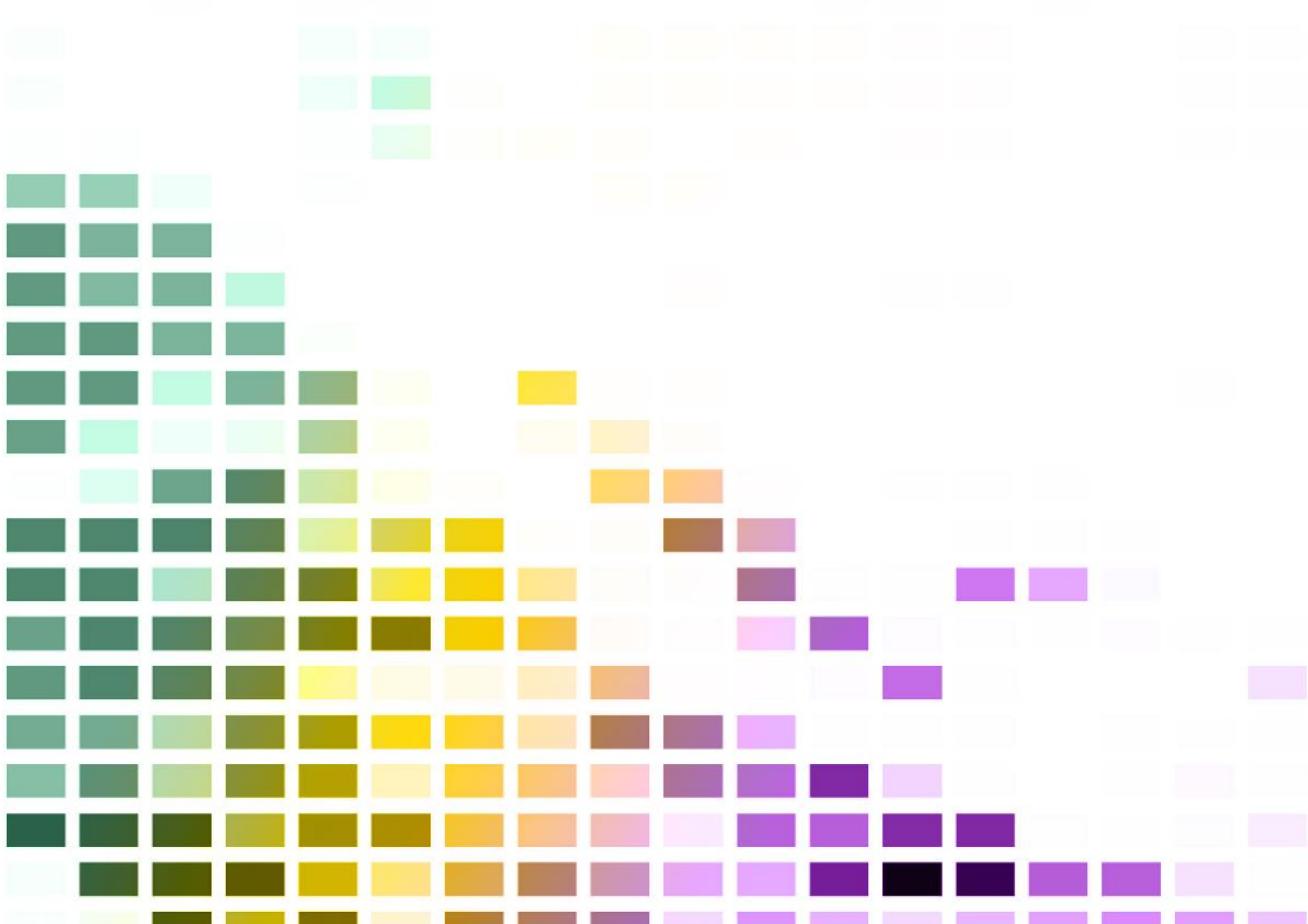
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

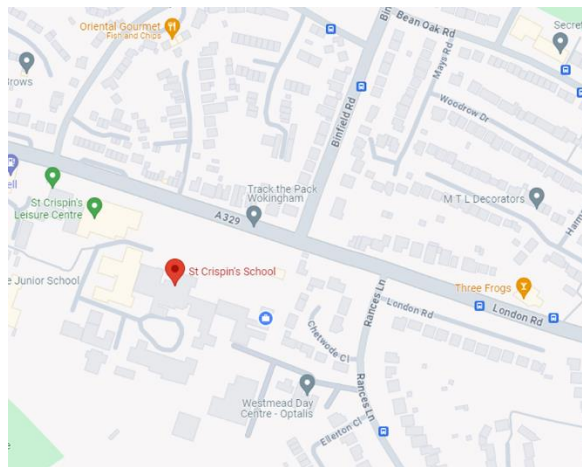
If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.





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Excellence for all**



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www.crispins.co.uk



The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.