

CULCHETH HIGH SCHOOL



**CULCHETH
HIGH SCHOOL**

> THE BEST THAT WE CAN BE

Administration Assistant



Thank you for your interest in joining Culcheth High School!



Thank you for expressing an interest in joining Culcheth High School.

Within this pack you will find information about the school, job vacancy and the application process.

We are looking to recruit a committed, hardworking, and enthusiastic individual to provide excellent administrative, receptionist and student services support within our busy school environment.

This is a permanent role working two days per week on a term time only basis, commencing as soon as possible. The working hours are 8.30am until 4.30pm and the working days are provisionally Monday and Tuesday each week.

Pre application tours of the school are welcomed.

The ideal candidate will have similar experience of working in a school or office setting. You will be the first person who visitors to the school encounter and will therefore be a positive, personable individual who is able to work both independently, using initiative, but effectively as part of an experienced and supportive team. You will have excellent customer service skills, be professional, exemplifying the values and ethos of the school.

This is a demanding but very interesting role working in a dynamic environment. Suitable applicants will be highly organised and work well under pressure, remaining calm, resilient, and patient when dealing with visitors, students and staff. You will need to be able to demonstrate resourcefulness whilst also adhering to safeguarding protocols and practices.

Excellent verbal and written communication skills are essential as well as confidence with IT, including Microsoft Word and Excel. You must be willing to undertake the provision of first aid (full training will be provided).

Thank you in advance for the interest you have shown, I look forward to receiving your application.

Yours faithfully

C P Hunt (Mr)
Headteacher

➤ RESPECT
➤ HONESTY
➤ EXCELLENCE



Our School

As a high-performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, but they also make excellent progress from their starting points.

The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities. The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of the Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (Nov 2022) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.



➤ Our School's Purpose is...

TO INSPIRE STUDENTS TO ACHIEVE
AND GUIDE THEM TO BE CONFIDENT,
ARTICULATE AND SKILLED CITIZENS
TO ENABLE THEM TO THRIVE IN A
DIVERSE BRITISH AND GLOBAL
COMMUNITY.

- RESPECT
- HONESTY
- EXCELLENCE



> Our Vision of Culcheth High School is...

A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background.

> A learning centred school which strives to nurture and develop the talents of all of its students

> A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all

> A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further

> A school that truly works in the community, with the community and for the community

> A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all

> A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern, diverse British and global community



> Our School's Values are...

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by those they affect.

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**

> RESPECT
> HONESTY
> EXCELLENCE

“The leadership team run the school with an honest integrity which nurtures a high-trust environment where pupils and staff can flourish” - OFSTED

> Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff. The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.



> Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities
- Free parking



**“Achievement is a
result of effective
teaching over time”
- OFSTED**

> Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, midway between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.

Our Vacancy

- Start Date:** As soon as possible
- Closing Date:** Friday 16th October 2026
- Grade/Salary:** NJC grade 4 £25,989 - £26,403
Actual term time salary £8,830 - £8,970
- Contract Type:** Permanent role working 15 hours per week over 2 days
Term time only working 38 weeks per year
- Interview Date:** Interviews will be held on Thursday 22nd October.



**Our mission as a school is simply:
'To Be the Best That We Can Be'**

Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience. Please ensure that you provide an up-to-date email address with your application, as we often contact candidates electronically rather than by post.

The completed application form should be emailed to info@culchethhigh.org.uk or posted to:

Headteacher

Culcheth High School

Warrington Road, Culcheth

Warrington

WA3 5HH

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for an interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for an interview on this occasion. For additional information about the school, please visit the website www.culchethhigh.org.uk. Tours of the school are welcome.

Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

 **Thank You**

**THANK YOU FOR CONSIDERING
CULCHETH HIGH SCHOOL AND WE
LOOK FORWARD TO RECEIVING YOUR
APPLICATION.**

- RESPECT
- HONESTY
- EXCELLENCE





Job Description

Title: Administrative Assistant

Responsible to: Office Manager

Salary Scale: Grade 4

Hours of Work: 15 hours per week over 2 days, 8.30-4.30,

with a 30 minute unpaid lunch break

Term-time only (38 weeks per year)



JOB SUMMARY:

This is a multi disciplinary role providing administrative and customer service support within the school reception, main office and student services environments.

SUMMARY OF MAIN DUTIES:

Reception / Administration

- To provide a telephone answering service for the school and community users
- To greet and deal efficiently and effectively with users in an appropriately welcoming and professional manner
- To provide a reception service for school and community visitors
- To ensure visitors are appropriately signed-in with the correct visitor pass, and strict safeguarding procedures are followed
- To provide first aid cover (so that students, staff and visitors are catered for) control of medical supplies and management of medical room
- To provide administration support for student healthcare plans and medical information held on file
- To provide appropriate clerical support including word-processing and using SIMS, booking of rooms and facilities
- To provide appropriate clerical and administrative support including typing, data entry, filing, proof-reading and formatting of documents.
- To manage panic alarm response
- To sort, distribute and prepare all incoming and outgoing mail, including exam post
- To input, amend and up-date all student details to ensure information is current and that appropriate confidentiality procedures are followed
- To provide basic assistance with reprographics on an ad hoc basis
- To receive and respond to 'on call' requests

Student Services

- To provide appropriate support for student resources on a daily basis, including paying money in, lockers, timetables, uniform, signing-in late, lost property
- To be a first point of contact for student and staff concerns or requests for assistance (e.g. phoning home, sickness, peripatetic enquiries, paying in money, producing class lists and timetables using SIMS sending urgent messages)
- To demonstrate recognisable responsibility for those pupils who require an on-going emotional level of support to encourage attendance and acceptable behaviour
- To provide first aid cover and be the first point of contact for sick children and staff
- The management of stock levels of first aid equipment held in Student Services
- To collect and record monies for school productions/charity payments (e.g. Red Nose Day) and provide all necessary administrative support
- To manage the day to day running of the school shop selling uniform and stationery to students in student services, providing administrative support and send a report of stock sold and held. (This task includes the weekly banking of uniform money to the finance department and record keeping of stock held in student services)
- To manage and prepare required administration for the effective running of the school uniform lending bank
- To manage the loan of lift passes and provide all required administrative support
- To process the signing in/out of all students during the school day making the initial decision as to whether they should attend lunchtime detention, ensuring SIMS Attendance database is up to date at all times. To include the monitoring of students identified as 'at risk'
- To update/produce data control and tracking tools
- To manage the Student Information Folders (SIFs)
- To provide a telephone answering service for the school and pick up the main school voicemail messages daily

Notwithstanding the details in this job description, in accordance with the Council's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principle responsibilities of the job.

Person Specification

SKILLS AND ABILITIES	ESSENTIAL	DESIRABLE
Ability to work effectively both within a team environment and independently	Y	
Excellent communication skills with the ability to build effective working relationships with colleagues and students	Y	
Ability to establish sensitive and supportive approaches to dealing with students and general public whilst maintaining control and adhering to safeguarding requirements	Y	
Ability to respond effectively to unforeseen occurrences whilst adhering to school rules & procedures without constantly consulting others	Y	
Ability to adapt and effectively respond to the changing demands of the job	Y	
Good numeracy and literacy skills	Y	
Ability to prioritise workload often within an environment of interruption		Y
Experience of dealing with cases of sickness and injury in staff and students	Y	
Exceptional customer service skills	Y	
Ability to work within recognised procedures and instructions to the needs of the school	Y	
Able to proof read, type letters and input information into relevant spreadsheet or database	Y	
Emotionally resilient and able to work with students who may exhibit demanding behaviour or have additional needs	Y	
KNOWLEDGE AND UNDERSTANDING		
Experience of using SIMS (Student Information Management System) or other database	Y	
Experience of working in an office environment	Y	
Experience of working in an educational setting		Y
Experience of working on a reception area	Y	
Ability to be systematic and well-organised in all aspects of the job	Y	
Knowledge and understanding of all Microsoft Office packages with regular use of Excel and Word	Y	

Proficient use of ICT packages and keyboard skills	Y	
QUALIFICATIONS		
GCSE Maths and English Language at grade C or above	Y	
First Aid at Work qualification or willingness to undertake training	Y	
PROFESSIONAL VALUES AND PRACTICE		
Experience of providing sensitive, supportive and informative customer service	Y	
Smart and professional appearance	Y	
Ability to demonstrate an inclusive approach to staff, students, parents, carers and visitors irrespective of social, cultural, linguistic, religious and ethnic backgrounds	Y	
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	Y	
Ability to maintain confidential and highly sensitive data	Y	
Ability to improve own working practice through observations, evaluation and discussion with colleagues	Y	
Professional in approach and appearance	Y	



I CAN DO MEGA COOL SCIENCE

THE INDEPENDENT VARIABLE IS WHAT WE CHOOSE TO MEASURE

THE DEPENDENT VARIABLE IS WHAT WE EXPECT TO SEE

CONTROLLED VARIABLES ARE THINGS WE KEEP THE SAME TO MAKE SURE OUR RESULTS ARE ACCURATE

CULCHETH HIGH SCHOOL



#WeAreCHS


Ofsted
Good
Provider

Culcheth High School
Warrington Road,
Culcheth,
Warrington, Culcheth,
WA3 5HH
Phone: 01925 767587
www.culchethhigh.org.uk