



November 2021

Administrative Assistant P/T (Permanent)

Hants Role Profile Administrative Assistant (B Grade)
Actual Salary for 12hrs (39 working weeks) - £5237

Gull Coppice
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Headteacher: Mrs Lesley Pennington

Deputy Headteacher: Ms Kate Bolton

Whiteley Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Thank you for your interest in the current staff vacancy at Whiteley Primary School. If you have not already done so, you are welcome to visit us to find out more about the school, or alternatively visit our website.

Context of the school

Whiteley Primary School initially opened in temporary accommodation in September 1997. We moved into the new school building in February 1999 and the accelerated growth in numbers of families to the area caused the school to be extended from a 2-form entry to a 3-form entry primary school. The school is well regarded by the community and now has 635 pupils on roll – it is oversubscribed with waiting lists in every year group. The school has below average numbers of pupils in receipt of pupil premium and low numbers of pupils with SEN.

At our last inspection in April 2013, Whiteley Primary School was graded as ‘Outstanding’ in all areas of the inspection.

Vacancy Details

We are seeking to recruit an administrative assistant for 12hrs per week to join our busy school office. The successful candidate must be able to work on a Friday from 8.30 to 1.30pm, but there is some flexibility regarding when the additional 7 hours of work will take place – this could include additional hours on a Friday afternoon, and/or up to two other mornings per week.

For example:

2 mornings 9-12 or 10-1
plus
Fri 8.30 – 3.30pm (includes 30min unpaid lunch break)

Or

2 mornings 9 – 12.30 or 9.30 - 1
plus
Fri 8.30 – 1.30

Hours will be agreed with the successful candidate on appointment and will need to follow the same pattern each week, although occasional changes to accommodate appointments etc. may be possible. Additional hours may also be available on occasion to provide absence cover for colleagues within the admin team and during busy periods – availability for additional hours may be an advantage. The position is for term-time only (39wks) and is permanent.

Duties are likely to include the following:

- Customer service – first point of contact for parent/pupil/visitor enquiries at the desk and on the phone.
- General office duties such as photo-copying, filing, and general word processing.
- Organisation and upkeep of the welfare/first aid room and the front desk to ensure a tidy working area.
- Keeping the school’s website up to date (training and telephone support provided).
- Administration support for teaching staff such as arranging appointments, making trip arrangements etc.
- Welfare support for pupils, including the provision of first aid and administration of medicines (subject to training). On occasion, the admin team need to support the classroom staff if a pupil has had a toileting ‘accident’ or has been sick – it’s essential that the successful candidate is willing and able to deal with these childhood mishaps!

- Over time, the successful candidate will also be trained in the use of office data systems such as SIMs, Parentmail and Tucasi, along with basic financial procedures to handle cash and record financial transactions.
- On occasions, members of the office team may also be asked to support our 1:1 learning support assistants when they are hoisting individuals with physical disabilities as they require a second person present. Willingness to be involved in the wider life of the school in this way will be an advantage to candidates.

The admin. assistants are line managed by the senior admin officer. The successful candidate will need to work closely with all other members of the school admin team and effective team working is vital to the role. They will need to be flexible as they will often be required to carry out support tasks for more experienced members of the team. The school office is a busy environment – the successful candidate will need to be cheerful, hard-working and able to stay calm when under pressure. They will need to be able to deal effectively and professionally with pupils, parents, staff and visitors to the school. As the first point of contact for people into the school, it is vital that the admin team are able to provide a great first impression.

We are hoping that the successful candidate will be able to start as soon as possible after appointment, but there is some flexibility regarding start date if the successful candidate already has other commitments – we could facilitate a start date of no later than 4th January 2022.

Please note that the 8.30am start on Fridays is important due to the need to cover the office desk at the start of the day. For current parents of the school, we may be able to come to an arrangement for school-age children to come into school slightly earlier on Fridays, if the successful candidate does not have alternative arrangements to drop their child in class at 8.40am. As part of our support for working parents, where possible we allow staff to attend key events during school time (e.g. performances, sports day), providing the impact to their workload and that of others has minimal impact.

Application Process

We will be pleased to receive applications from candidates who are committed to working alongside the Headteacher and other staff to ensure that the vision for the school is met.

To help in the short- listing process, the supporting statement on your application form should **clearly address the person specification** and include the following:

- **how your previous training and experience have prepared you for this post;**
- **why you are interested in this position.**

The closing date for applications is **Weds 3rd November at noon**. Interviews are to be held on Mon 8th November . If you do not hear from us by Friday 5th November, please presume that you have been unsuccessful in this instance.