



***'Learning For Life'***

## **RECRUITMENT PACK**



# **Admin Assistant**

**Required for September 2022**

**Deadline for applications: 09:00 hrs, Tuesday 12 July 2022**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ**

**Tel: 01425 652039 Fax: 01425 656625**

**Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)**

**Website: [www.theburgate.com](http://www.theburgate.com)**



Dear Prospective Applicant

I am delighted that you are interested in applying for this post at The Burgate School and Sixth Form. The Burgate is a school that expects both staff and students to strive to do their very best united by a common belief that everyone's learning journey should be exciting, enjoyable, and individual. Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website which will give you a greater understanding of what we believe is a happy, caring, and successful school. I hope both our website and this recruitment pack will give you a better understanding of The Burgate School and Sixth Form and the way we work.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

**Mr David Pover**  
**Headteacher**

## **Admin Assistant: The Role**

We are looking for an enthusiastic Admin Assistant to join our busy and friendly team to provide administrative support to staff and students at our school.

In this role the postholder will help with reception duties, general admin and reprographic tasks, assist with first aid, and data/exams duties as required. It is essential that the person for this role is organised, able to multitask, work flexibly and has a 'can do' approach to work, as no two days are the same.

We are looking for someone who will be able to respond effectively to changing priorities, be able to manage a high-volume workload, use their initiative and work well under pressure as well as having excellent organisational and administrative skills. The postholder will also need to have good numeracy and literacy skills, excellent ICT skills, be confident in the use of Microsoft Office and be a real team player, happy to help out wherever needed.

It's a rewarding job, and we'll give you all the training you need to succeed. If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you. If you would like an informal conversation about the post in advance of applying, please

email Mrs Fiona Wilcox, School Business Manager, at [fwilcox@burgate.hants.sch.uk](mailto:fwilcox@burgate.hants.sch.uk) or give us a call on 01425 652039.

**Hours per week:** 37 hours

**Weeks per year:** 47.5 weeks (term time plus 3 weeks in the holiday period)

**Salary:** £19,650 - £21,269 (FTE) dependent on experience

**Contract:** Permanent

**Closing date for applications:** 09:00 hrs, Tuesday 12 July 2022

## How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Miss Sarah Hewett, Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

### Application Form

To apply for the role, please complete and submit the school's Support Staff application form which can be downloaded from the vacancies page on the school's website, or a paper copy can be requested from the school. Completed applications forms should be emailed to Miss Sarah Hewett, Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). All applications should be received by the deadline, 09:00 hrs on Tuesday 12 July 2022. Only applications submitted via an application form will be considered. CVs will not be accepted.

### Disclaimer

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

### Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, candidates may be required to complete a task or exercise relating to point(s) of the job description and criterion/criteria of the person specification. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, e.g. valid passport or driving licence to provide proof of identity and, if relevant to the role, evidence of all academic and professional qualifications disclosed on their application form. Full details will be sent to candidates alongside their formal invite to interview.

### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received: two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

## **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

The Burgate School and Sixth Form provides high quality comprehensive education for children aged between 11 and 18 and wants every student to enjoy their learning and feel valued for who they are.

We are a school and sixth form with over 1060 students on roll. The school has an excellent record of academic success at all key stages. We enjoy an excellent reputation for our high standards and students, parents, staff, and members of the wider community are justifiably proud of the school's success.

We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought. Our wide range of subjects at GCSE and A Level are delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established performance management scheme. Induction and in-service training are provided for all staff and there is a special internally run programme for ECTs and another for RQTs, as well as access to a wide range of CPD through our Teaching School alliances and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

## JOB DESCRIPTION

**Title** Administrative Assistant  
**Team:** Admin

**Impact Statement:** The Administrative Assistant is responsible for supporting with the administrative and organisational processes within the school. They will also support in the reception area and act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the vision, values, and ethos of the school in all interactions.

### CORE RESPONSIBILITIES

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued.

### KEY RESPONSIBILITIES

- Manage administrative functions to ensure the effective and efficient working of all school office operations
- Provide a reprographics service for the school producing, photocopying and printing materials. Support with maintaining adequate supplies of paper, card, toner and other consumables as required
- Provide accurate, efficient, and confidential communication between parents, other external stakeholders, and staff
- Support students who require assistance including providing first aid support
- Meet and welcome guests, visitors, and parents.
- Ensure the signing in and out of students, staff, guests, visitors and parents in line with safeguarding requirements
- Manage phone calls and emails and respond or disseminate as necessary
- Manage the processing of incoming and outgoing postal correspondence and deliveries
- Manage the office diary and ensure visitors and key dates have been noted
- Support with the second-hand uniform service including maintaining an inventory, financial records, organising recycling where necessary and managing lost property
- Provide administrative and organisational support to other staff as required
- Liaise with external agencies and contractors as required
- Ensure the maintenance of office equipment and security of valuables

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

### Desired Skills/Knowledge and Abilities

Microsoft Office/First Aid training/Excellent organisational skills/Flexibility/Ability to maintain confidentiality

## Administrative Assistant: Person Specification

<b>Qualifications &amp; Training</b>	Essential	Desirable
Good standard of general education inc. English and Maths	X	
Good Communication skills, both verbal and written	X	
Willingness to undertake training to gain a First Aid qualification	X	
Willingness to undertake further training and professional development	X	

<b>Experience</b>	Essential	Desirable
Experience of working successfully and co-operating as a member of a team	X	
Experience of undertaking a range of administrative tasks	X	
Experience of working in an office	X	
Previous experience of working in an educational environment		X
Previous experience of working with school age children		X

<b>Knowledge and Understanding</b>	Essential	Desirable
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection and Health & Safety	X	
Experience of working with SIMS		X

<b>Skills and Attributes</b>	Essential	Desirable
Excellent ICT skills including Word, Excel and email programs	X	
Communicate effectively (both verbally and in writing) with all stakeholders	X	
Establish and maintain good professional relationships with students, staff and parents	X	
Promote a positive working environment	X	
Able to work under pressure	X	
Able to prioritise workloads	X	
Produce accurate work	X	
Able to work with minimal supervision and to act on own initiative	X	
Able to problem solve	X	
Able to plan time effectively and to organise oneself well	X	

<b>Personal Qualities</b>	Essential	Desirable
Approachable and empathetic	X	
Organised and resourceful	X	
Have a good record of punctuality and attendance	X	
Model and present a positive image of the school	X	
Smart appearance	X	
Strong team player	X	
High level of honesty and integrity	X	
Sense of humour and resilience to cope with day-to-day ups and downs of school life.	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	