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January 2023

Dear Applicant

ADMINISTRATIVE ASSISTANT

Thank you for your interest in the post of Administrative Assistant at Willand School.

Please find attached an information sheet giving broad details of the school and the vacant post.

Wherever possible please include an e-mail address for referees.

The post is available from January 2023, to start as soon as possible after the interview, and you will be required to work five days each week during term time from 8.45 am to 3:45pm

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please complete the application form to apply for the post. Wherever possible, please give an e-mail address for your referees.

We hope that we will have the pleasure of hearing from you shortly. Please note that the closing date for applications is 9.00am on 18th January 2023.

Yours faithfully

Anne Hawkins
Headteacher

GENERAL INFORMATION FOR APPLICANTS

Willand School

Willand School is a welcoming school with a strong ethos of care, respect, and purposeful learning. It is pleasantly situated in the village of Willand in the Culm Valley with a population of over 3,500 residents.

Willand School is a Group 3 Community School with 383 children on roll. The school has two form entry. We have a highly dedicated, professional team of staff. There are twenty-three teachers, including the Headteacher, together with twenty-four Teaching Assistants. The school has a Business Manager and four Administrative Officers.

The original building dates from 1948. The school has been extended in recent years. There are eleven classrooms in three extensions and three classrooms in the original building, all of which are interconnected. We are therefore fortunate to have modern, spacious accommodation to provide a stimulating learning environment for the children.

The school has a very hard-working and supportive Parents, Teachers and Friends Association (PTFA) who organise a range of events during the year. They have provided a number of items of equipment in school. There is also a tradition of parental involvement, and many parents help in the school in a variety of ways.

The Post

The main purpose of the job is to provide general receptionist support, providing the first line of contact, which will include answering the phone and welcoming visitors. It will also involve handling and recording cash payments.

You will work five days per week during term time as an Administrative Assistant. The pro-rata salary is £15530, NCJ level C.

You will be joining a friendly, hardworking, and supportive team.

Main duties and responsibilities

- First point of contact for enquiries via email, telephone or reception
- Ensure enquiries from staff, parents, pupils and visitors, whether in person, by telephone or email are dealt with or passed onto the correct team member
- Writing the weekly newsletter
- Opening and distribution of incoming post
- Preparation of outgoing post
- Maintain, store and retrieve information using an established storage system
- Provide a good standard of customer care to visitors, staff and pupils
- Record and maintain uniform stocks
- Contribute to the security, health and safety of the workplace
- Process documents relating to goods and services
- Monitor and issue stock items
- Operate and take care of equipment
- Maintain data in computer and manual systems
- Contribute to arranging events
- Routine production of text

The successful candidate will demonstrate:

- Ability to provide effective receptionist support
- Accurate data entry and retrieval
- Experience of dealing with customers or clients.
- Effective communication with children and colleagues.
- The capacity to work in a team and learn from others.
- Initiative, enthusiasm and commitment.
- Motivation and ability to fulfil the duties as outlined in the Job Description
- Willingness for undertake in further professional development if necessary.

The above is in no way a comprehensive definition of the post, or is to be used as a contractual job description.

Your Application

Completed application forms should be returned to the school, either by e-mail admin@willand.devon.sch.uk or in an envelope marked for the attention of the Headteacher, Anne Hawkins. The closing date for applications is 9am on 18th January 2023

We look forward to hearing from you.