



Westfield School

# Admin Assistant

Applicant Pack

SILVERDALE  
SIXTH FORM



Eckington School



Bradwell  
Junior School



Malin Bridge  
Primary School



Stocksbridge  
Junior School



**Chorus**  
Education Trust

Outstanding Achievement for All

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# The vacancy

## Post advert

**Deadline for applications:** 11:59pm on 11 May 2025

**To start:** ASAP

We are currently seeking to appoint an Admin Assistant to join the busy administration team at Westfield School. The role will initially focus on providing admin support to the pastoral, safeguarding and inclusion teams. The role includes arranging parental meetings, maintaining student records, filing and note taking in meetings. The role is also required to support some data admin requirements across the school.

The successful applicant will need to be able to demonstrate strong organisation skills, excellent communication skills and be confident in a range of admin duties. We are looking for someone who:

- Is highly organised
- Has a range of experience working in an admin environment
- Is confident on the telephone
- Has excellent communication and inter-personal skills
- Will be engaged in all aspects of a thriving school

We are looking for someone with a genuine desire to improve the life chances and academic outcomes of young people. Candidates must have strong communication skills and be flexible, resilient, and nurturing towards students.

If you want to work in an inspiring, fully inclusive environment with students who want to succeed and alongside friendly, supportive staff, then we want to hear from you! You will join a passionate and dedicated team, a school with strong leadership, and a Trust who is committed to providing professional development and opportunities for all colleagues.

### **Chorus Education Trust is proud to support flexible working arrangements.**

This job is full time but we would consider applicants who would be *available part-time, as a job-share, or full-time. This is because we want the best people for our roles and we recognise that sometimes those people aren't available full-time.*

## Role summary

<b>Post title:</b>	<b>Administrative Assistant</b>
<b>Grade:</b>	3
<b>Grade spinal point range:</b>	SCP 5-6
<b>Salary:</b>	£24,790 – 25,183 (Pro Rata Actual £21,321 - £21,660)
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line manager (if different):</b>	Office Manager
<b>Staff to be supervised or line managed by post holder:</b>	

<b>Post holder will work with:</b>	SLT, Other teaching and support staff	
<b>Holiday and sickness relief:</b>	By and for other Business Support/Administrative Support staff	
<b>Purpose of post:</b>	To provide an effective, efficient and high quality general administrative support service within the school	
<b>Version revised:</b>	June 2020	
<b>Contract:</b>	Permanent	37 hours/39 weeks

## Job description

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

To be responsible for providing an efficient administrative support service, following systems and processes to the standards required by the academy and appropriate regulatory bodies. This will include, but not be limited to:

### Specific duties and responsibilities

- To provide an accurate, effective, efficient and timely administrative support service, following systems and processes in place and to the standards expected by the school and the Trust. This will include but not limited to:.

### School Level Support

- Provision of general administrative tasks e.g. typing, filing, minute taking and other clerical duties as required across all departments within school.
- Data entry associated with School Management Information Systems, including but not limited to the Finance, HR and Student records systems.
- Telephoning parents, schools and other organisations to obtain relevant information.
- Administration of curriculum related school trips.
- Assist with the administration of balances owed to school relating to departmental activities (e.g. trips, sale of revision guides etc.)
- Undertake routine clerical and administrative tasks for the Safeguarding, SEND and Inclusion teams.
- Assist in the provision of resources support for events, e.g. setting up rooms, ensuring audio and visual systems are provided etc.
- Assist the Business Support Services Manager and HR Administrator with the annual staff handbook, school calendar and rota reviewing and updating..

### Other Administrative Support

- Work closely with other administration colleagues to share the workload at key times of the year.
- Provide cover for the reception team, answering phone calls, managing visitors and dealing with general staff and student queries.
- Provide support to the school reprographics department during busy periods undertaking general copying and reprographics duties and helping with the preparation and maintenance of school displays

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

## Person Specification

Job Title: Careers and Employability Development Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
General administrative experience to include, Word Processing/typing, filing, minute taking, proof-reading of material, data entry etc.	✓		A
Working in a busy office environment with many competing priorities and conflicting deadlines	✓		A / I
Experience of an education, training or similar environment		✓	A
<b>Qualifications</b>			
Grade 4 or above at GCSE in English and Maths or equivalent qualifications	✓		A
Evidence of regular, relevant and recent personal development.		✓	A / I
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A

Ability to work alongside young people (not necessarily in school environment).	✓		<b>A / I</b>
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		<b>A</b>
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		<b>I</b>
Able to make a positive contribution to the team.	✓		<b>A</b>
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		<b>I</b>
Maintains standards set by the organisation.	✓		<b>I</b>
Takes responsibility for own actions.	✓		<b>I</b>
Ability to work alone unsupervised and manage own workload.	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>I</b>



## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



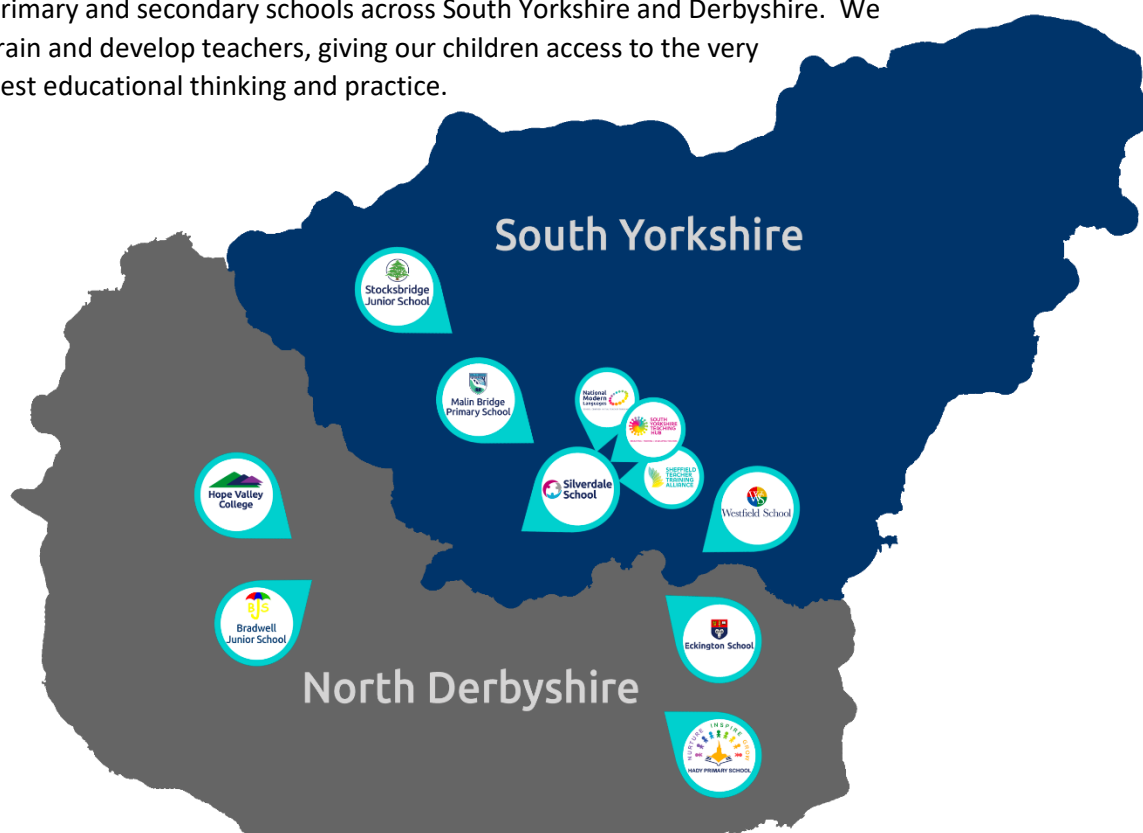
In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



**Career progression** opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from:  
[www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Trish Hughes (HR Administrator)  
at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11:59pm on 11 May 2025

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.