



Administrator

Recruitment Information for Candidates

Application Deadline – Midnight 30th August 2026





Dear Applicant,

Thank you for your interest in joining The FitzWimarc Academy Trust and for considering a career at FitzWimarc School.

We are extremely proud of our excellent reputation, not only within the town of Rayleigh but across Essex. At the heart of our success is a commitment to traditional values, where a caring and supportive environment is combined with high standards and a shared ambition to help every individual achieve their very best.

As a member of our staff, you would be joining a school community that is passionate about learning and committed to ensuring that every student develops the skills, knowledge and confidence needed for lifelong success. We believe in a balanced and inclusive curriculum that promotes excellence across academic, sporting and cultural opportunities, while maintaining a strong emphasis on the literacy and numeracy skills that underpin future achievement.

At FitzWimarc School, we have the highest expectations of both students and staff. We value every individual and recognise that success takes many forms. Whether supporting students to secure a hard-earned pass or helping them achieve the highest grades, we are dedicated to ensuring that every young person is encouraged, challenged and celebrated.

We are seeking talented, dedicated and enthusiastic professionals who share our commitment to educational excellence and who are inspired by the opportunity to make a genuine difference to the lives of young people. In return, we offer a welcoming and supportive environment where professional development is encouraged and where colleagues work collaboratively to achieve the best outcomes for students.

A modern education at FitzWimarc prepares young people to be thoughtful, responsible and resilient members of society. Our staff play a vital role in nurturing these qualities and in helping students understand their place within local, national and global communities.

Thank you for considering a career with us. We hope the information contained within this recruitment pack provides you with a clear understanding of our values, aspirations and opportunities. We look forward to receiving your application and learning more about the skills, experience and enthusiasm you could bring to our school community.

Mr R. Harris

Headteacher

The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Administrator
Contract Type:	Permanent
Contract Term:	Part time - 37 hours per week – 40 weeks per year (term time + inset + 1 week holiday working)
Salary Range:	Scale 3 Points 6-7 £25,989 - £26,403 FTE (£22,828 - £23,192 actual salary)
Closing Date:	Midnight, 30 th August 2026
Start Date:	ASAP
Position Available:	1
Interview Date:	w/c 7 th September 2026

We are seeking to appoint a confident, technically skilled and proactive Administrator to join our busy administration team, providing high-quality administrative support across the school to help ensure the smooth day-to-day running of our operations. The successful candidate will have excellent digital skills, with strong experience using ICT packages. Strong communication and organisation skills are essential, as is the ability to remain calm under pressure, to maintain confidentiality and prioritise a busy and varied workload. A proven flexible approach to workload is important. This is a public facing role and the candidate must speak fluent English.

Key Responsibilities

- General administrative support across the school.
- Maintain records and update school databases (MIS).
- Support school events, communications and marketing activities.
- Manage telephone, reception and visitor enquiries.
- Process post and distribute communications.
- Provide efficient administrative support to staff, students and visitors.

What We're Looking For

- Friendly, professional, and approachable
- Discreet and trustworthy with sensitive information
- Well organised with good attention to detail
- Proactive, flexible, and a strong team player
- Good numerical and IT skills (training provided)
- Willing to develop skills and grow within the role

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment
- Local Government Pension Scheme



Job Title	Administrator
Grade/Salary	Scale 3 Points 6-7 £25,989 - £26,403 FTE (£22,828 - £23,192 actual salary)
Hours	37 hours per week – 40 weeks per year (term time + inset + 1 week holiday working)
Date Required	ASAP
Closing Date	Midnight, 30 th August 2026
Interview Date	w/c 7 th September 2026
Reporting To	Administration Co-ordinator

We are seeking to appoint a confident, technically skilled and proactive Administrator to join our busy administration team, providing high-quality administrative support across the school to help ensure the smooth day-to-day running of our operations.

The successful candidate will have excellent digital skills, with strong experience using ICT packages. Strong communication and organisation skills are essential, as is the ability to remain calm under pressure, to maintain confidentiality and prioritise a busy and varied workload. A proven flexible approach to workload is important. This is a public facing role and the candidate must speak fluent English.

Main Duties

- Carry out a wide range of administrative tasks to support staff and departments, including but not limited to the preparation of documents, reports, maintaining records, filing, photocopying, and data entry.
- To provide administrative and organisational support for in-house events and fundraising opportunities.
- Maintain and update student, staff and school information on the Management Information System (MIS) and wider registers for compliance with policies and procedures.
- Support marketing efforts, including but not limited to, promoting school events, fundraising and job opportunities.
- Answer the telephone and operate the school switchboard, take and distribute messages promptly and courteously.
- To be responsible for the school's out-post function and franking.
- Undertake reception duties, welcoming visitors and managing the signing-in process, in the absence of other staff.
- To provide centralised support for distributing internal and external communications.
- To undertake other administrative duties as required and directed by management.

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.



- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email hr@fitzwimarc.com.
- Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the selection panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Send your completed application form by email to hr@fitzwimarc.com.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible).
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References



Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

We are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

[Privacy Notice | The FitzWimarc School](#)

PERSON SPECIFICATION

Category	Essential
-----------------	------------------



Qualifications	• GCSE English and Maths at Grade C / Grade 4 or above
Experience	• Proven administrative experience in a busy environment • Experience of maintaining accurate records and data systems
Skills	• Highly organised with excellent attention to detail • Good IT and numerical skills • Ability to manage workload, prioritise tasks, and meet deadlines • Strong communication skills, with the ability to manage queries and shared inboxes professionally • Understanding of confidentiality and data protection • Ability to understand and follow school policies and procedures
Personal Attributes	• Friendly, professional, and approachable • Discreet, reliable, and trustworthy • Proactive, with the ability to use initiative • Flexible and a strong team player • Calm and able to work effectively in a busy environment • Willing to learn and develop