



Recruitment Pack

Administrative Assistant

JULY 2026

Scale 4, Point 5-6

35 hrs/week, Term Time Only.

Actual salary £20,571 - £20,898

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-71374>



Academic Excellence



Developing Character



Raising Aspiration



Vision

To achieve academic excellence, develop character,
and raise aspirations for all at **Castle Hall Academy**



**Academic
Excellence**



**Develop
Character**



**Raising
Aspirations**

Key Drivers



Heart

Developing a
**strong moral
compass**



Mind

Developing our
**capacity to
think**



Communication

Communicating with
**people and cultures
outside of ourselves**

Mission

To become an academy
‘where hearts and minds connect’



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Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Admin Team is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium. We have recently upgraded and modernised our Kitchen facilities.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Administrative Assistant could be the job for you!



Paul Brook
Headteacher



High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday



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Job Description

Post: Administrative Assistant

Purpose

To work as part of the Administration Team to provide an effective, efficient and professional administrative and reception service that supports the smooth day-to-day operation of the academy and delivers a positive experience for students, staff, parents and visitors.

Duties and Responsibilities

- To assist in the provision of an effective, flexible and responsive administrative support service to the Leadership team and their related priorities.
- To contribute to developing and maintaining effective and appropriate administration systems in support of the academy's practices and procedures.
- To support with the production and circulation of all internal and external communications
- To provide assistance to other staff within the Administration team
- To assist with the upkeep of noticeboards within the Academy.
- To assist in the production of materials for school eg forms, programmes, posters, signs, brochures and certificates, ensuring that documents are presented appropriately on time and in line with the academy's quality standards
- Provide a friendly, professional and customer-focused reception service, responding courteously and efficiently to visitors, callers, staff and student enquiries.
- Maintain a log of students leaving the site and check authorisation by members of staff.
- Being the first point of contact for sick/injured students and take appropriate action, making contact with parents/the ambulance service as necessary.
- Keep the Reception area orderly, tidy and safe.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.



Person Specification

Post: Administrative Assistant

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • A good level of education 	<ul style="list-style-type: none"> • Relevant CPD • First Aid qualification 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Strong ICT skills • Experience of working within a busy administrative or customer-service environment. • Experience of working successfully and cooperating as a member of a team • Experience of dealing with the public 	<ul style="list-style-type: none"> • Working in a school setting • Experience of working on Reception 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Good standard of numeracy and literacy skills. • Confident use of Microsoft Office applications and other administrative systems. • Ability to maintain confidentiality and handle sensitive information appropriately. 		<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Values-aligned • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 	<ul style="list-style-type: none"> • Willingness to develop own understanding and capability through advice and training • Ability to think clearly and remain calm in emergency situation 	<ul style="list-style-type: none"> • Application • Interview • References





Richard Thorpe Avenue, Mirfield, West Yorkshire, WF14 9PH

T: 01924 520500 | E: office@castlehall.com



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