



Position:
General Administrator
with Silent Study

Welcome to Waingels

Job Description – General Administrator with Silent Study Supervisor

Salary Scale:	Grade 4 SCP 7 to 11
Actual Salary:	£14,886.23 to £15,866.69 per annum
Location:	Waingels School, Waingels Road, Woodley, RG5 4RF
Contract Type:	Fixed term contract from 1 st September 2026 to 31 st August 2027
Working pattern:	Part time, 25 hours per week
Reporting to:	Operations Manager
About Waingels	
Our school is an inclusive, caring, and high achieving school community, dedicated to unlocking students full potential. We are a values-led school, ensuring every student and staff member feels recognised, challenged, and supported on their journey.	
Purpose	
The Administrator will provide efficient and effective administrative support across the school whilst holding responsibility for the supervision of Silent Study provision. The postholder will be the first point of contact for a range of administrative tasks and will support students in maintaining a calm, purposeful and productive study environment.	
The role requires excellent organisational skills, attention to detail, professionalism and a commitment to supporting both students and staff.	
Accountabilities	
Administrative Duties: • Provide general administrative support to school departments as directed. • Undertake data entry and maintain accurate records using school information systems. • Draft, format and distribute routine correspondence to parents, students and staff. • Answer telephone calls, respond to enquiries and direct queries appropriately. • Welcome and assist visitors in line with school procedures. • Support the organisation of school events, meetings, trips and activities as required. • Maintain filing systems, both electronic and paper-based, ensuring confidentiality at all times. • Assist with photocopying, scanning and document production. • Monitor and order supplies as required. • Support examination, admissions, attendance or other administrative processes as directed. • Undertake any other administrative duties necessary to support the efficient operation of the school.	

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Job Description – General Administrator with Silent Study Supervisor

Silent Study Supervisor Duties:

- Supervise students attending Silent Study sessions, ensuring a calm, purposeful and productive working environment.
- Promote high standards of behaviour, attendance and engagement during study periods.
- Register student attendance accurately and maintain appropriate records.
- Support students in following Silent Study expectations and routines.
- Address low-level behaviour concerns promptly and in accordance with school policies.
- Liaise with teaching and pastoral staff regarding student attendance, conduct or concerns.
- Ensure the study area remains organised, safe and conducive to learning.
- Support students in developing independent study habits and effective use of study time.
- Escalate safeguarding, welfare or behavioural concerns appropriately.

General Duties

- Follow all school policies and procedures.
- Undertake training required to fulfil the role effectively.
- Contribute to safeguarding and promoting the welfare of children and young people.
- Ensure compliance with health and safety requirements.
- Undertake any other reasonable duties commensurate with the grade of the post.

This Job Description is written with the purpose of ascertaining the main duties of the position but is not necessarily exhaustive as the postholder may be required to undertake other duties as directed within the range of duties reasonably expected of a member of support staff.

Additionally, this position commences with a probationary period from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.

Person Specification- General Administrator with Silent Study Supervisor

The knowledge, skills, experience and aptitudes necessary for this post include:

Qualities and Attributes	Essential	Desirable
EDUCATION, QUALIFICATIONS AND TRAINING		
Good Literacy and numeracy – GCSE Maths and English Grade C or equivalent	✓	
First aid training (or a willingness to attend training upon appointment)	✓	
EXPERIENCE	Essential	Desirable
Experience working in a busy office environment carrying out administrative tasks	✓	
Experience dealing with face to face and telephone interactions	✓	
Experience working with and collaborating within a team	✓	
Experience working within a school office		
Experience managing multiple priorities and meeting deadlines.		✓
Experience using Arbor or similar MIS systems.		✓
Experience supporting young people or supervising groups of students.		✓
KNOWLEDGE, SKILLS AND ABILITIES	Essential	Desirable
An up to date understanding of Keeping Children Safe in Education and safeguarding responsibilities	✓	
Good oral and written communications skills	✓	
Ability to respond quickly and effectively to issues that arise	✓	
Excellent organisational and administrative skills	✓	
Ability to use initiative and manage workload independently	✓	
Excellent attention to detail	✓	
Ability to maintain confidentiality	✓	
Ability to use IT packages including creating PowerPoint presentations	✓	
Ability to build effective working relationships with colleagues		
OTHER REQUIREMENTS	Essential	Desirable
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A commitment to the school's ethos, aims and its whole community.	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent attendance and punctuality record	✓	
DBS Checked	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students

