



ADMIN ASSISTANT

CANDIDATE PACK



Central Region
Schools Trust

Founded by the RSA



Waseley Hills
High School



Introduction

Waseley Hills High School is a special place with a real sense of community, togetherness and purpose. The school community is made up of fantastic students, supportive parents and carers, and of course dedicated staff.

Our vision for the school is underpinned by three pillars: *Aspire, Invest and Respect*. By working together, with a common goal of students having the very best education and experience, we believe that our young people can flourish and become the best versions of themselves. We nurture every student's natural curiosity, providing them with life enriching opportunities to develop socially, academically and morally. Students at Waseley develop confidence, resilience, respect for others and a life-long love of learning. Our vision is for students to aspire to great things and become respectful members of the wider community.

Being part of the Central Regions School Trust, we are able to both provide and draw on expertise from within our network to underpin our commitment to provide exceptional quality education for all of our students. We believe that students can achieve brilliant things irrespective of their starting points and we always have the highest expectations of every one of our students. We expect them to always wear their uniform smartly and with pride, to behave well and to model the school values by trying their absolute best in all activities they take part in. We aim to support every student by working in partnership with parents and carers, keeping them informed about the achievements of their children and asking them to keep us informed about what is happening at home.

Through developing a strong partnership between school and home we aim to ensure that students are fully supported to develop in a safe environment. Our vision is that this investment in our young people is what allows them to flourish.

However, we believe that is always further improvements to strive towards. We are committed to developing our practice, in partnership with our community, to ensure that every student can leave school having reached their potential and feeling happy. We value every child and live by the mantra of no child left behind as we support them through their journey at secondary school.

Tom Preston

Tom Preston
Principal





Advert

Admin Assistant

Contract: Permanent

Hours: 32.5 per week ideally 9am-4pm but times can be discussed at interview, term time only + 5 INSET days

Salary: NJC Scale 4 (£26,403 - £28,142 FTE)

Start date: 1st September 2026

Waseley Hills High School's administration team is the heart of the school; professional, caring, collaborative and highly organised. We are looking for someone who will enjoy being part of the established and supportive team, helping us to continue to provide exceptional support to our students and staff. The successful candidate will be working closely with colleagues across the school and provide admin support in several key and interesting areas including First Aid administration, assisting with GDPR compliance and data management, and supporting the administration of school trips and educational visits.

All support staff are subject to the Conditions of Employment set out in their contract of employment and the National Joint Council for Local Government Services (The Green Book) Document. The Trust and its schools comply with these requirements as a minimum but optionally offer an incredible wellbeing package including free tea and coffee facilities, free eye tests, flu jabs, cycle scheme and a 24/7 employee assistance programme that offers a wide range of free support from emotional to financial and legal.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Online checks will be carried out on shortlisted candidates and an enhanced DBS will be required for the successful candidate. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

Please note that applications must be the creation of the candidate applying. While technology, including artificial intelligence, may be used to help the candidate select certain phraseology, if substantial use of AI is used, the application will be disregarded.

The completed form should be submitted by **midnight on Sunday 14th June**. However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.



Job Description

Main purpose of role

To work as a member of the Admin Team to support departments with administration tasks at Waseley Hills High School with a particular focus on First Aid Administration, GDPR and Trips and Visits.

Duties and responsibilities

School Office

- To provide administration support producing letters and reports as and when required.
- To deal with, as appropriate, general enquiries at front desk in absence of receptionist.
- Answering telephone calls and taking messages.
- To provide support for School Reception as required.
- Assist with the upkeep of records.
- Organise refreshments for meetings as required.
- Assist with orders and liaise with Finance department.

First Aid Administration

- Administer First Aid.
- Administer prescribed medication.
- Update local authority portal with reportable accidents and ambulance attendance.
- Monitor student medications expiry dates.
- Assist with maintaining First Aid room; clean, tidy and fit for purpose.
- Regularly check First Aid boxes and equipment are sufficient and in date.
- Regularly check defibrillators.
- Assist with the review of policies.
- Arrange and oversee vaccinations.

GDPR

- Acknowledge receipt of GDPR requests and log.
- Contact relevant staff to collate information for data related requests.
- Redact documents.

Trips and Visits Administration

- Assist Trip Leads with administration of students trips and visits as required to include:
 1. Drawing up of paperwork from initial notification using template documents.
 2. Communication with parents via phone, letter and/or Arbor.
 3. Assist with costings and liaise with Finance department.
 4. Obtain quotes, book venues and travel.
 5. Collation of passports and insurance.
 6. Preparing mobile phones and first aid equipment.
 7. Liaising with insurance company in the event of any claims.
 8. Monitor local authority Trips and Visits portal.
 9. Assist Trip Leads to supervise students on visits, trips and out of school activities as required.



Other Duties


- Be aware of and comply with policies and procedures relating to child protection (Safeguarding), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate senior leader or DSL.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Contribute to the overall aims/work/ethos of the school.
- Establish positive working relationships and communicate with internal staff and external agencies.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this post.
- Any other duties commensurate with the grade to ensure the smooth running of the school.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health & Safety Policy.
- To attend school training days as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Person Specification

We are seeking to appoint someone who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up at interview.

Criteria	Essential	Desirable	Method of Assessment
 <p>Experience</p>	<ul style="list-style-type: none"> Working knowledge of Microsoft Office Minimum of 1 year administration experience 	<ul style="list-style-type: none"> Previous school experience 	<p>Application form, references and interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and Attitudes to use of authority and maintaining discipline.





Skills and Abilities

- Ability to prioritise tasks in a fast-paced environment
- Ability to problem solve
- Record keeping skills
- Excellent ICT skills
- Be an effective communicator
- Ability to prioritise own workload and meet deadlines
- Approachable style of working with others to achieve successful outcomes
- Flexible approach to work, to accommodate the needs of the post
- Confidential and discreet
- Recognising the importance of following Safeguarding policies
- Works well under pressure
- Ability to maintain high standards

- Experience of the use of de-escalation skills to achieve positive outcomes

Application form, references and interview.



 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to work with initiative and as part of a team • Ability to work effectively and professionally with young people • Self-motivated with a proactive and adaptable approach to work • Ability to relate well to children and adults • Ability to maintain confidentiality on all school matters • Ability to work effectively and supportively as a member of the school • Ability to work within and apply all school policies • Willing to attend relevant training for continued professional development of the role 		<p>Application form, references and interview.</p>
 <p>Education and qualifications</p>	<ul style="list-style-type: none"> • GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy. • Awareness of GDPR and confidentiality. 	<ul style="list-style-type: none"> • Evidence of admin or business qualifications. • First Aid qualification. • CPD record relevant to the role. 	<p>Application form.</p>

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As part of our stringent recruitment process, all applicants undergo thorough child protection screening, encompassing checks with previous employers and an enhanced DBS disclosure, in strict alignment with the 'Keeping Children Safe in Education' guidelines, which also includes an online search for all shortlisted candidates. At Central Region Schools Trust, we stand as proud advocates for diversity and inclusivity across all our schools, serving as an equal-opportunities employer and we encourage applications from individuals of all backgrounds and communities.

Need more advice?
Please see our website
www.waseleyhillsschool.org.uk



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Waseley Hills

High School

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