



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

Live, Learn and Succeed Together

Recruitment Pack

Administration Assistant





AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE



WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

We are seeking to appoint an enthusiastic and organised **Administration Assistant** to join this successful and dynamic team, who will share in the school's vision for success and play their part as we continue to secure outstanding facilities for our students.

Applications are via My New Term.

Please visit the school website for more details:
www.amershamschool.org.uk/vacancies.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS clearance and safer recruitment checks.

AT A GLANCE



Administration Assistant



Start Date

As soon as possible



Hours and Salary

Term Time, plus 3 weeks and inset days
8am - 4pm 2 days a week and
8am - 4.30pm 3 days a week
Bucks Pay Range 2
£23,666 pro rata / £26,522 FTE



Closing Date

Friday 18 September 2026
Or earlier subject to receiving
enough suitable applications



Interview Date

On application



Apply Via

My New Term, see the school
website for more details.



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

AMERSHAM SCHOOL

Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards.

Yours sincerely

Kate Strain
Headteacher



THE ROLE

Job Title: Administration Assistant

Report to: Administration Manager

Main Purpose of the Role

To assist in the smooth running of the school administration working closely with the Receptionist and Administration Manager. The successful candidate will have first class customer service skills, strong computer skills, an eye for detail and be able to work calmly in a busy office.

Key Responsibilities

- To prepare and send out ParentMail communications and to manage the system.
- To coordinate school photographs and subsequent orders.
- Prepare information booklets as required throughout the year
- To provide administrative support to the Administration Manager including (but not limited to) admissions, school events, general correspondence, and keeping accurate school records.
- To support at school events throughout the year as required. These take place after the school day or in the evening.
- To provide support to students during periods of contact and help promote a general feeling of well-being within the school.
- To be aware of all necessary quality standards and performance measures and ensure that they are adhered to.



PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications		
Good standard of education including Maths and English to GCSE grade C or 5 equivalent	X	
Experience		
Accuracy of work and attention to detail, in particular good proof-reading skills	X	
Experience in a busy customer focused environment, including face to face and telephone contact	X	X (school experience)
Strong IT skills, Microsoft Office Word and Excel and data base management	X	
Experience of SIMS database		X
Strong interpersonal skills and communication skills	X	
Adaptable and willing to work flexibly to meet demands of school	X	
Team player – to work actively with other members of the Business Services Team as required	X	
First Aid Qualification		X
Skills		
Accuracy of work and attention to detail, in particular good proof-reading skills	X	
Strong interpersonal skills and communication skills	X	
Calm under pressure and able to build positive relationships with staff and students	X	
Evidence of a personal commitment to professional development and the updating of job-related skills	X	
Ability to prioritise and self-manage workload	X	



- To have a knowledge and understanding of all other administrative roles and responsibilities in order to provide effective cover in the event of absence.
- To maintain an accurate record of all procedures undertaken to assist replacement in the event of your absence.
- To participate in the school's appraisal system.

Responsibilities: All Staff

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, carers and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, carers, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.



- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To maintain confidentiality at all times.

The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.



WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

Amersham School
Stanley Hill
Amersham
Bucks
HP7 9HH

 01494 726562

 office@amershamschool.org

 www.amershamschool.org.uk

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.
