



Waingels

Position:
General Administrator

Welcome to Waingels

Job Description – General Administrator

Salary Scale:	Grade 4 SCP 7 to 11
Actual Salary:	£13,606.99 to £14,503.20 per annum
Location:	Waingels School, Waingels Road, Woodley, RG5 4RF
Contract Type:	Permanent, term time only plus 3 inset days
Working pattern:	Part time, 22.5 hours per week (exact working pattern to be agreed)
Reporting to:	Operations Manager
Start date:	September 2026

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 general administrative support with a particular focus on educational visits and examinations. The postholder will support the smooth operation of key school processes while also providing wider administrative assistance across the school. The role includes acting as a First Aider and providing reception cover when required. This role requires excellent organisational skills, attention to detail and a commitment to delivering a professional service to students, staff, parents and visitors.

Accountabilities

In addition to general administrative duties, the post holder will have the following responsibilities:

Educational Visits Administration

- Coordinate the administrative aspects of school trips and educational visits.
- Prepare and distribute trip letters, consent forms and parent communications.
- Support trip leaders with administration and documentation related to trips and visits
- Liaise with transport providers, external organisations and staff regarding visit arrangements.
- Monitor trip payments and assist with reconciliation processes as required.
- Ensure educational visit records are maintained in line with school procedures.

Exams Support

- Provide administrative support to the Examinations Officer during internal and external examination periods.
- Assist with examination entries, candidate information and administrative records.

- Prepare examination materials and documentation.
- Support communication with students, parents and staff regarding examinations.
- Assist with results day arrangements and associated administration.
- Ensure examination records are maintained accurately and confidentially.

General Administration

- Provide administrative support across the school as required.
- Produce letters, reports, forms and other documentation.
- Maintain accurate records using school systems including Arbor.
- Assist with the organisation of meetings, events and school activities.
- Respond to enquiries from staff, parents and external stakeholders.
- Organise and distribute incoming and outgoing post.
- Maintain filing systems and administrative records.
- Support colleagues with ad hoc administration projects and tasks.

Reception Cover

- Provide reception cover during periods of absence, training or peak demand.
- Act as the first point of contact for visitors, parents and contractors.
- Answer telephone and face-to-face enquiries professionally and efficiently.
- Manage visitor sign-in procedures in line with safeguarding requirements.
- Provide information and assistance to students, staff and visitors.
- Escalate safeguarding or health and safety concerns appropriately.

First Aid Responsibilities

- Act as a qualified First Aider (or undertake training upon appointment).
- Provide first aid support to students, staff and visitors as required.
- Maintain accurate first aid records.
- Ensure first aid supplies are monitored and replenished.
- Escalate medical concerns in accordance with school procedures.

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.

Person Specification- General Administrator 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 supporting examinations administration.		✓
Experience coordinating school trips or events.		✓
Experience using Arbor or similar MIS systems.		✓
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	✓	
Knowledge and understanding of risk assessment and management		✓
Knowledge of educational visits or examination regulations		✓
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	✓	
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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

