



**Position:**  
**Admin Assistant & Reception Cover**

# Welcome to Waingels

## Job Description – Administrative Assistant & Reception Cover

<b>Salary Scale:</b>	Grade 4 SCP 7 to 11
<b>Actual Salary:</b>	£22,375.94 to £23,849.70 per annum
<b>Location:</b>	Waingels School, Waingels Road, Woodley, RG5 4RF
<b>Contract Type:</b>	Fixed term contract – maternity cover
<b>Working pattern:</b>	Full time, term time only plus 3 additional days
<b>Times:</b>	Monday to Friday 7.30am to 3.30pm with a 3.00pm finish on either a Tuesday, Wednesday or Thursday
<b>Reporting to:</b>	Operations Manager
<b>Start date:</b>	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 Administrative Assistant will provide effective and efficient administration support and reception cover to support the school. Based in the main school office, they will also act as the initial point of contact for parents/carers, visitors and other stakeholders so will be an ambassador for the school, embodying the values and ethos of the school in all interactions.

### Accountabilities – Administrative Assistant

- Assist with marketing and promoting the school
- Collating, editing and distributing internal communications for staff and students on a daily basis
- Preparing the weekly Headteachers letter to stakeholders
- Assist with organising parents' evenings and other meetings and events
- Using the schools MIS (Arbor) to communicate with parents/carers
- Monitoring and updating the schools website and social media accounts
- Creating power points of school content to upload to screens displayed around the school site
- Preparing letters/comms for a wide range of school events including, parent evening invitations, trip letters, meet the tutor events, as an example
- Photographing new staff and issuing with lanyards
- Photographing new students and updating the schools MIS (Arbor)
- Organising and distributing incoming and outgoing post
- Taking student school photographs including, coordinating logistics around this
- Provide ad hoc administrative support to staff as needed

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## Job Description – Administrative Assistant & Reception Cover

### Accountabilities – Reception Cover

- Provide reception cover one day per week and ad hoc e.g. to cover Receptionist during staff absence, etc.
- Act as the first point of contact for parents/carers and visitors to the school
- Deal with telephone and face to face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to message promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need
- Manage access to the school in line with the schools safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the schools procedures

### Accountabilities – General

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

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 of 6 months 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- Administrative Assistant & Reception Cover

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

Qualities and Attributes	Essential	Desirable
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>		
Good Literacy and numeracy – GCSE Maths and English Grade C or equivalent	✓	
First aid training (or a willingness to attend training upon appointment)	✓	
<b>EXPERIENCE</b>		
Experience working in a busy office environment carrying out administrative tasks	✓	
Experience dealing with face to face and telephone interactions	✓	
Experience working with children and young people	✓	
Experience working with and collaborating within a team	✓	
Experience working within a school office		✓
Experience with updating content on websites and social media accounts		✓
Experience with preparing internal and external communications with a range of stakeholders		✓
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>		
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	✓	
Ability to plan, organise and prioritise to meet deadlines	✓	
Ability to use own initiative and take action accordingly	✓	
Excellent attention to detail	✓	
Ability to use IT packages including creating PowerPoint presentations	✓	
Ability to build effective working relationships with colleagues	✓	
<b>OTHER REQUIREMENTS</b>		
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:** [hbrandrecruitment@waingels.wokingham.sch.uk](mailto:hbrandrecruitment@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*

