



FITZHARRYS SCHOOL

Abingdon Learning Trust

ADMIN SUPPORT ASSISTANT
RECRUITMENT PACK
June 2026



Fitzharrys
School

About

ABINGDON LEARNING TRUST

At Abingdon Learning Trust, our vision is to nurture curiosity, ambition, resilience, and courage. We support a deep-rooted compassion for others and our world, enabling choices and opportunities for a happy and successful life. This vision encompasses every child, pupil, student and member of staff.

Why Work for Us? At Abingdon Learning Trust, we believe that our people are our greatest asset. We are dedicated to creating an environment where every member of staff feels valued, supported, and inspired to achieve their best.

A People-Centric Culture. We are passionate about making a positive difference in the lives of children and young people. Our inclusive culture embraces equality and diversity, ensuring that everyone is treated with fairness, dignity and respect. You will be part of a community that values your unique contributions and supports your professional growth.

Empowered Local Leadership. We trust our local school governors and leaders to make the best decisions for their schools. This means you will have the autonomy to innovate and tailor your approach to meet the needs of your students and community. Each school within our Trust has its own unique ethos, yet we all share the same core values.

A Long-Term Vision. We are focused on preparing the next generation for the future. Our long-term view goes beyond immediate test and exam results, emphasising the development of skills and capabilities that will benefit our pupils throughout their lives. Join us in our mission to create a sustainable future with our net zero ambitions for 2035.

Investment in the Future. At Abingdon Learning Trust, we are committed to investing in our staff and our schools. You will be part of a forward-thinking organisation that values innovation and continuous improvement. Together, we can make a lasting impact on education and the wider community.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY to be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.

JOB DETAILS

POST OF:	Admin Support Assistant
AT:	Fitzharrys School
COMMENCEMENT:	As soon as possible
CONTRACT TYPE:	Permanent, part-time, 21 hours per week , Mon, Weds, Fri (term time only plus inset days)
SALARY:	Support Staff Grade 6 point 8 £13.90 per hour – pay award pending (£13,069 actual salary due to term-time nature of the role)

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at Fitzharrys.

We are extremely proud of what the school has achieved under its current head, Will Speke. If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available for young people; a sense of ambition reflected in the great results that our GCSE and A level students achieve; and, of course, a group of youngsters who embody the school's key values of trust, decency, sincerity and truthfulness.

As governors we are a mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student.

We believe that our support, and the challenge we provide, are part of what makes Fitzharrys a good school.

We hope you will be inspired to work here and will want to be part of Fitzharrys' journey to becoming an outstanding school. You will receive good support, and opportunities provided for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to your application.



Introduction to FITZHARRYS SCHOOL

Fitzharrys is a fantastic school where students are given an array of opportunities to develop, thrive and achieve high aspirations. Our superb team of staff are committed to helping every student reach their full potential. They work with care and expertise to bring the very best out of our students. This is evident in the enthusiasm, focus, and achievements of our students.

There is real warmth in the welcome you receive when you join Fitzharrys. The sense of pride and belonging is evident in the school, as is the support and challenge. We want our students to be the very best they can be, and we do everything we can to make that happen.

Our Ofsted report, consistently strong results, high attendance, and impressive behaviour for learning all illustrate the ethos of Fitzharrys. We pride ourselves not only on our students' academic and extracurricular achievements, but also on their approach to every challenge and opportunity; integrity is a key characteristic at the school.

We have high aspirations for our students, and our clear approach to teaching and learning, through our Fitzharrys Lesson Standard, ensures consistent high-quality teaching in every subject area. Students study a carefully designed curriculum, balancing skills, knowledge and understanding.

Staff and students see that the biggest opportunity is in their learning, yet the wider opportunities we provide for students are exciting, engaging, and enhance the personal development of our students. This includes school productions, sports tours, ski trips, the Duke of Edinburgh award, and our school camp. Fitzharrys students have the chance to develop and progress both in and out of the classroom.

Our social media pages and events calendar give a sense of what our students achieve and the opportunities they have; we are incredibly proud of what our students accomplish from year 7 through to year 13.

We always welcome people to come and visit us. Meeting our staff and students will give you a real insight into what our great school has to offer.



Job

DESCRIPTION

JOB PURPOSE: To support teaching and learning by providing high quality administrative support as part of the Admin Team

MAJOR AREAS OF RESPONSIBILITY:

- A. Daily support to the Central Team.
- B. Daily support to the data manager
- C. Support to exams office
- D. Covering reception if required

KEY TASKS:

- A1. Undertake typing and word processing and IT based tasks.
 - A2. Provision of support to the central team for administration and organisation.
 - A3. Act as support for first aid and medicals as directed by the first aid lead
 - A3. Record students signing in and out of school
 - A4. Operate relevant equipment/ICT packages (Bromcom, Microsoft Office suite of programmes)
 - A6. Ensure events are booked into appropriate rooms using the on-line systems
 - A7. Manage the outgoing post as required
 - A8. Undertake research and obtain information to inform decisions.
 - A9. Comply with school policies and procedures relating to safeguarding, health and safety and GDPR, and report all concerns to an appropriate person
 - A10. Be aware of and support diversity and inclusion, ensuring equal opportunities
 - A11. Contribute to the overall ethos/work/aims of the school
 - A12. Establish constructive relationships and communicate with other professionals
 - A13. Attend and participate in regular meetings
 - A14. Participate in training and other learning activities and performance development as required
 - A15. Recognise own strengths and areas of expertise and use these to advise and support others
 - A16. Analyse and evaluate data/information and produce reports/information/data as required.
 - A17. Monitor and manage stock, cataloguing resources and undertaking audits as required
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- B1. Assist in the preparation of reports and letters to send home to parents
 - B2. Enter data to key spreadsheets and software to support the data manager
 - B3. Assist in the preparation of certificates and awards for recognition assemblies throughout the year
 - B4. Assist exams team with printing reports and preparing certificates if required
 - B5. Support in the updating of class lists and timetables throughout the academic year
 - B6. Assist the exams team with examination entries and administration of internal exams
 - B7. Assist in the production of timetables for trainee teachers
 - B8. Support with the management of class lists for changes throughout the year, including technology rotations
 - B9. Assist with the addition of students to classes in readiness for the next academic year
 - B10. Support with the checking of reports and chasing of any missing information



- C1. Assist with the administration of public examinations
- C2. Support in managing access arrangements for students
- C3. Assist in the receipt, storage and return of public examination papers and materials
- C4. Support in monitoring invigilators
- C5. Adhere to Joint Council of Qualifications (JCQ) regulations
- C6. Arrive earlier and stay later on key days during the exam season to support the preparation and processing of exams where required

- D1. Undertake reception duties, including the answering of routine telephone and face to face enquiries, alongside signing in visitors
- D2. Liaise with senior members of staff on call to manage any arising issues whilst on reception

OUTCOMES

The outcomes that are associated with this role are to work as part of the central team who:

- o Are consistent in their practice
- o Share good practice with other team members
- o Act as role models for all

The outcomes associated with the specific role are:

- o Effective communication
- o A proactive approach to meeting the needs of stakeholders
- o An individual and team belief in continuous improvement that is evidenced through a proactive approach
- o Planned and coordinated work schedules
- o An ethos where problems are minimised
- o Effective teamwork where everyone is treated with dignity and respect

ACCOUNTABILITY:

Daily support to the central team and reception cover are accountable to the office managers.

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.



Person

SPECIFICATION

SPECIFICATION	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> Educated to at least GCSE standard Good numeracy and literacy Good keyboard skills Willingness to undertake first aid qualification 	<ul style="list-style-type: none"> First aid qualification
Experience	<ul style="list-style-type: none"> Administrative experience Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment Experience of Customer or Client Facing roles Working as part of a team Liaison with public via face to face communications and telephone contact Working knowledge of an MIS system 	<ul style="list-style-type: none"> Experience of administration of public exams
Skills/Attributes	<ul style="list-style-type: none"> Ability to work effectively & efficiently under pressure Ability to use initiative, to work pro- actively and time manage workloads ICT literate in word processing, excel spreadsheets, use of Outlook, Microsoft applications Effective interpersonal skills, displaying confident & friendly approach Good communicator 	<ul style="list-style-type: none">
Personal Qualities	<ul style="list-style-type: none"> Good organisational skills, highly motivated The ability to prioritise and to pay meticulous attention to detail To be innovative & proactive Willingness to undertake training Willingness to try new approaches Understand need for confidentiality Respect and support ethos of school Excellent time keeping 	<ul style="list-style-type: none"> Flexible, patient, and adaptable manner Commitment, enthusiasm, and energy





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on the National Joint Council's Support Staff pay and conditions.

The appointment is for as soon as possible and is part-time, and permanent.

Fitzharrys School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: [Policies - Fitzharrys School](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

Person SPECIFICATION

Applications for this role will be processed on arrival.

Applications should be completed online through our recruitment portal, My New Term, at [Vacancies - Fitzharrys School](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Interview date to be confirmed.

Please do contact Carole McKivitt by email/phone on 01235 462424 or cmckivitt@fitzharrys.school for an informal discussion about the role.

We look forward to receiving your application.

Polite notice to Recruitment Agencies:

Please be aware that we do not accept unsolicited applications or CVs from recruitment agencies. Any unsolicited information sent to us will not be considered, and we will not be liable for any fees related to such submissions.

