



# The **Burgate**

School & Sixth Form

**Recruitment Pack**

**School Receptionist/  
Admin Assistant**

Registered in England and Wales Register Company Number: 07596997

# Key Information

Looking for a role where no two days are the same?  
Join us at the heart of our busy and welcoming school community

## **Role: School Receptionist/Admin Assistant**

**Required from: September 2026**

**37 hours per week, Monday to Friday, 45.20 weeks per year**

Due to internal promotion, we are seeking an organised, approachable, and proactive Receptionist/Admin Assistant to be the welcoming face of our busy secondary school. This is an exciting opportunity for someone who thrives in a fast-paced environment, enjoys working with young people, and takes pride in delivering exceptional service.

**Salary: Scale 3, Point 5**

**£22,237 actual per annum (£25,583 FTE per annum)**

Holiday entitlement is built into the salary for term time plus workers.

Total paid weeks for this role will be 45.20 weeks per annum.

Salary is paid all year round across 12 months in equal instalments.

**Deadline for applications: 09:00 Monday 22 June 2026**

You are strongly encouraged to contact us in advance to learn more about The Burgate and the specifics of this post. If you would like to have an informal chat, or a visit, please contact our HR Manager, Sarah Hewett.

Executive Headteacher: David Pover

Associate Headteacher: Ben Clemson

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ

Tel: 01425 652039

Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Receptionist/Admin Assistant at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'*.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, our recent Ofsted inspection and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Executive Headteacher



## **About the Role**

Due to internal promotion, we are seeking a friendly, organised and enthusiastic Receptionist/Admin Assistant to join our team. This is a key front-facing role within the school, providing a professional and welcoming first point of contact for students, staff, parents and visitors, while supporting the smooth day-to-day running of the school.

As the school's first point of contact, you will greet and assist all stakeholders and respond to enquiries in person, by telephone and via email. You will play an important role in ensuring the reception area operates efficiently, maintaining accurate records and communication systems, and always working in line with the school's safeguarding procedures.

In addition to core reception responsibilities, you will undertake a wide range of administrative tasks to support colleagues across the school, contributing to the effective organisation and operation of key processes.

The role also includes providing a reprographics service, producing high-quality printed and photocopied materials, and assisting with the basic maintenance of printers and related equipment.

First aid is a key aspect of the position; therefore, a current first aid qualification is desirable, or a willingness to undergo first aid training is welcomed.

ICT experience is essential but specific training will be given on specialist school software.

This role would suit someone who thrives on variety—an approachable, positive individual who enjoys supporting others and can manage a busy and varied workload with confidence and professionalism.

### **We're looking for someone who is:**

- Friendly and confident when dealing with a wide range of people
- Able to communicate clearly, both verbally and in writing
- Highly organised with excellent attention to detail
- Able to multitask, work flexibly and prioritise their workload effectively
- Able to remain calm and effective under pressure
- Skilled in using Microsoft Office and general ICT systems
- Professional and discreet, with a strong commitment to safeguarding
- A team player with a positive can do approach

### **In return, we offer:**

- A supportive and welcoming school
- Friendly, enthusiastic and highly committed colleagues
- A strong commitment to professional development and career progression
- Access to the Local Government Pension Scheme
- Electric vehicle charging points
- A cycle to work scheme
- A school set within fantastic grounds on the edge of the New Forest

## Hours of Work and Support Staff Pay Explained

As a term time plus worker, you will be contracted to work a certain number of weeks per year with your non-working time scheduled in the school holiday periods. Your non-working time will be made up of a combination of annual leave and unpaid leave. Your salary however will be paid all year round in equal instalments and be payable monthly in arrears on the last working day of each month.

The school's academic year is 39 weeks (three terms of approximately 13 weeks each).

The Receptionist/Admin Assistant will be required to work an additional week during the school holiday periods at times agreed with the school and according to its operational needs.

The successful candidate will therefore be contracted to work for 45.20 weeks per year. A 'year' being 1 September to 31 August.

This can be broken down as follows:

39 weeks – term time including five INSET days.  
+  
1 week – of working during school holiday periods  
+  
5.20 week's paid holiday (including bank holidays)  
  
= 45.20 weeks paid  
  
Remaining weeks are unpaid

## Annual Leave

This is a term-time plus one week role. Annual leave entitlement is incorporated into your pay and is deemed to be taken during school holiday periods.

Leave cannot normally be taken during term time when students are in school.

The school's holiday year runs from 1 September to 31 August, and you will receive your normal basic pay throughout school holiday periods.

## If you join us part way through the leave year

If an individual starts their employment part way through the leave year, they will only be entitled to the part of their total annual leave entitlement accrued for that year.

Holiday entitlement will therefore be calculated on a pro-rata basis rounded up to the nearest whole or half day.

# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

## **Application Form**

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

[The Burgate School and Sixth Form Careers Page Link.](#)

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted.

## **Don't wait until the deadline nears to submit your application**

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## **Shortlisting**

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## **Interviews**

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, you may be asked to undertake one or two tasks depending on the role you are applying for. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented.

If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A level outcomes were also outstanding this summer with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A\*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

## Job Description

### School Receptionist/Admin Assistant

**Impact Statement: to be the welcoming face of the school, ensuring all visitors, parents, students and staff receive a professional and friendly service. The post supports the smooth running of daily operations through efficient communication, organisation and administrative support**

Level of responsibility: N/A

Line Manager: HR Manager/Headteacher's PA

#### **CORE RESPONSIBILITIES:**

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of The Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

#### **KEY RESPONSIBILITIES:**

- Act as the first point of contact, welcoming visitors, parents, and students and ensuring all sign-in/out procedures meet safeguarding requirements.
- Provide effective communication and customer service, handling phone calls, emails, and enquiries, and liaising with all stakeholders and external agencies.
- Support with student wellbeing, attendance, and engagement in learning; ensuring registers are accurate and following up on absence in line with safeguarding procedures.
- Undertake key administrative and organisational tasks, including managing mail, maintaining records (e.g. SIMS), and supporting wider school office operations.
- Provide general operational support to the school, including coordinating deliveries, supporting events/hospitality and ensuring the office environment and equipment are maintained.
- Act as a school registered first aider, administering first aid as required.

#### **SPECIFIC RESPONSIBILITIES:**

- Provide a reprographics and supplies service for the school, including photocopying and printing resources, maintaining printers and related equipment, and managing stationery and office stock to ensure items are monitored and replenished as required.
- Assist with preparing statutory attendance documentation, including legal paperwork.
- Pre-populate registers with students' music lessons.
- Administer the SafeSmart online training platform, ensuring staff training is allocated, monitored and completed within required timescales.

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Executive and Associate Headteachers.

## Role: Person Specification for School Receptionist/Admin Assistant

<b>Safeguarding</b>	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students	X	
Willingness to follow all school policies, including safeguarding, health & safety & GDPR	X	
<b>Qualifications &amp; Training</b>	Essential	Desirable
GCSEs (or equivalent) in English and Maths at Grade c/4 or above	X	
A commitment to professional development and willingness to undertake training	X	
First Aid Qualification		X
<b>Experience</b>	Essential	Desirable
Experience of delivering a broad range of administrative duties in a busy environment	X	
Experience of working with a school MIS (e.g. SIMS, Arbor)		X
Previous experience of working in an office environment	X	
<b>Knowledge &amp; Skills</b>		
Confident in the use of Microsoft Office (Word, Excel, Outlook)	X	
Able to liaise effectively with a range of stakeholders	X	
Able to communicate effectively at all levels, both verbally and in writing	X	
Strong organisational and time-management skills, with the ability to multitask	X	
Able to work under pressure and deal with regular interruptions	X	
Able to work effectively both independently and as part of a team	X	
Good attention to detail and accuracy in record-keeping	X	
<b>Personal Qualities</b>	Essential	Desirable
Approachable, friendly, and confident when engaging with all stakeholders	X	
Positive and proactive attitude with a willingness to help	X	
Flexible and adaptable, able to respond to changing demands	X	
Able to work in a calm and unflustered manner	X	
Able to maintain confidentiality and understand the need for discretion	X	
Able to use own initiative	X	
Friendly manner and good sense of humour	X	
Honest and trustworthy	X	
Strong record of punctuality and attendance	X	
Able to model and present a positive image of the school	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Willingness to contribute to the wider life of the school	X	
Commitment to equal opportunity	X	