



Advert

Role	Administration Assistant/Receptionist
School	Weston Secondary School
Hours	Part time, 15 hours Monday and Tuesdays, TTO
Salary	Grade 5 - £26,402 - £28,207 Actual Salary £9,201 - £9,830
Closing date	5 th January 2026, midday
Interview date	13 th January 2026
Start date	As soon as possible

An exciting opportunity has arisen for a part time administration assistant/receptionist to join our team at Weston Secondary School, part of Hamwic Education Trust (HET). This is a fantastic opportunity for an inspirational and confident receptionist, who possesses drive, energy, commitment and a true passion in achieving the very best for our students.

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

Our vision is to cultivate a diverse student community characterised by high aspirations and a commitment to personal development. Upholding our values, we aim to provide an enriching curriculum and exceptional teaching that empowers our students to believe in themselves and embrace the courage to pursue their dreams fearlessly.

We are seeking to appoint an enthusiastic, hardworking individual to be responsible for the provision of a professional, efficient and effective reception and administration service to the school.

As the first point of contact for our school, you will provide a warm, professional, and efficient reception service to students, parents, staff, and visitors. Working closely with the school team, you will ensure the smooth running of the front office and support the wider administrative functions that help our school deliver the very best for our students.

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our students at the heart of our decision making.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Previous experience in an administrative or receptionist role is desirable.
- Strong communication and organisational skills with attention to detail.
- Ability to work calmly under pressure and manage multiple tasks effectively.
- Proficiency in Microsoft Office and willingness to learn school systems.
- Friendly, articulate and customer focused.
- Ability to manage conflicting demands and competing priorities.
- A team player willing to support colleagues.
- Enthusiasm, professionalism, and a commitment to supporting our school community.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher’s welcome
- Job description
- Person specification
- Application form

These can also be found at www.hamwic.org. Please return the completed application form to Mrs Katrina Jones, hr@westonsecondary.co.uk

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our students and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Name of Post Holder	[Name of Postholder]
Post title:	Administration Assistant/Receptionist
Responsible to:	Business and Finance Officer
Accountable to:	School Leader
Line Management	N/A
Type	Support
Pay scale	Grade 5
Contracted Hours	15 hours, Term Time Only
Working time:	M-T 08.00am-4.00pm To be confirmed by mutual agreement

Key Purpose

To support the Business and Finance Officer in undertaking a variety of administrative and clerical procedures to support the efficient running of the school office

Key responsibilities

- To welcome visitors to the school, ensuring that all relevant security and signing-in procedures are followed
- To answer the telephone in a professional manner, routing all calls appropriately and taking accurate messages
- To open and distribute incoming post
- To provide refreshments to visitors if required
- To provide welfare support to the students of the school. This may include undertaking minor first aid duties (dependent on training) and assisting children with personal hygiene
- To undertake a variety of basic clerical duties to support other members of the team. This may include:
 - Photocopying and collating/distributing documents
 - Filing and basic record keeping
 - Taking payments for school dinners etc
- To provide assistance to the teaching staff, including photocopying and preparation of materials
- To maintain office systems and records, including confidential items.
- To use computer systems (e.g. Bromcom, MCAS) to input details, manage data, run reports and make returns as required
- To administer the school meals system and take payments for school meals, trips and events
- To liaise with other school staff and outside agencies/organisations, in respect of a varied range of issues, as appropriate
- To assist with the design, preparation and production of documents including the school prospectus, parent newsletters etc
- To undertake personnel and financial administration as required, or to support of other members of the team in carrying out these functions.
- To carry out any other administrative procedure, within the responsibility level of the post, as directed by the Head Teacher or Business Manager

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College);
- maintain accurate and up-to-date professional development records on your Bromcom file;
- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Policy and have regard to the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date:	
Postholder's signature	
Date:	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> Excellent literacy/ numeracy skills: minimum requirement grade C+ in GCSE English and Maths 	✓	
<ul style="list-style-type: none"> Level 3 Business Administration Qualification (or willing to work towards) First Aid qualification 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> A good understanding of business administration and several years' practical experience of administrative processes An understanding of issues related to inclusivity and social mobility within education 	✓▪	
<ul style="list-style-type: none"> Experience of working with secondary aged children (11-16) Experience of working with children with Special Educational Needs and Disabilities (SEND) Experience working in a school set in an area of deprivation Ability to analyse and interpret a variety of data Ability to communicate effectively to a range of audiences, through good written and oral communication skills 		✓▪
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> High expectations of all students Excellent communication skills A positive role model who creates a good first impression Ability to motivate, inspire and challenge students Confident ICT user Ability to plan, prioritise and organise self and others Commitment to raising standards Calm, adaptable, dependable, resilient and reliable Collaborative and a good team player Commitment to further own professional development A commitment to promoting and safeguarding the welfare of young people Has 'presence' around the school Able to follow direction and accept challenge and feedback in a positive and productive way An understanding that getting better never stops Ability to be flexible and cope with interruptions in workload 	✓	