



Gildredge
House

An Ofsted
GOOD
School



Information for Prospective Candidates

SEPTEMBER 2025

Position: Administration Assistant
Contract: Permanent, part-time; 16 hours per week; Term-time
Start date: November 2025
Deadline: Please see the website for the closing date

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Administration Assistant**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

We are looking to appoint an exceptional candidate to the post of Administration Assistant to work within our administration team, providing an outstanding level of support service to our school community.

- Do you possess strong people skills with the ability to be flexible?
- Can you work in a team, be a self-starter and show empathy to others?
- Do your communication skills deliver good customer service outcomes?
- Do you have a good eye for detail?
- Are you a considerate worker, mindful of colleagues' needs within shared office spaces?

If the answer is 'yes' to these questions, then Gildredge House wants to hear from you.

As an Administration Assistant, you will be working within the School Office, providing appropriate support to our visitors, students and staff. To complete your work tasks, you will need to possess competent and efficient ICT skills. Previous first-aid experience is preferred, as you will provide first aid as part of your regular duties. Further training will also be provided.

The Starting salary: Two-point salary range, Grade 4, Points 9 - 10 on the current Gildredge House Support Staff Scale: £25,185 - £25,583 FTE per annum.

The salary will be pro rata for the hours and weeks as detailed: Actual Salary £9,023 - £9,166 pro rata per annum.

You would be required to work 45.2 weeks per year (includes 37.4 weeks of term-time, 1 week of INSET, 2 additional weeks during school holidays, with 5.6 weeks' paid holiday to include Bank Holidays). The hours are 16 hours per week, across a minimum of two days and a maximum of three days, between Wednesday to Friday. The hours per day can be discussed at interview.

We would welcome visits from prospective candidates - please contact us to enquire:

careers@gildredgehouse.org.uk

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards and personal conduct
- excellent pastoral care
- parent and community involvement

Our school motto: 'Aspire'

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- LGPS Pension Scheme
- Complimentary tea and coffee in our staffroom
- On-site parking

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Job Description: Administration Assistant

Responsible to: School Administration & Communications Manager

Purpose of the Post

To be responsible directly to the School Administration & Communications Manager for the efficient operation of administration functions of the school. This includes all agreed administrative tasks, providing effective and efficient services to the school, parents, visitors and students. In addition, ensure appropriate safeguarding administration of visitors and support the Senior Leadership Team and other school staff in running a safe, efficient, cost-effective and welcoming school.

Key Responsibilities and Tasks

Provide administrative support to the wider school community and the School Administration & Communications Manager:

1. Undertake general whole school administration and act as Point of Contact for delegated administration processes agreed with the School Administration & Communications Manager.
2. Assist with the maintenance and updating of all student records to include filing and updating of the school's Management Information System.
3. Assist in maintaining the school's central filing system; archiving/destroying documents as necessary to ensure that the school's Document Retention Policy is adhered to.
4. Assist the School Administration & Communications Manager with social media creation of content and marketing administration as directed.
5. Sending all internal and external communications in line with the Communications Strategy and as directed by the School Administration & Communications Manager.
6. Reception duties, acting as a point of contact for students, parents and visitors, to deal with any queries that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
7. Assisting students with first aid and the administering of medicines in line with school policy and ensuring accurate records on Medical Tracker.
8. Support colleagues within the Administration Department, covering sickness and absence when required to ensure the efficient running of the school office is maintained.
9. Perform clerical tasks, including dealing with emails, post, messages, etc. as directed by the School Administration & Communications Manager.
10. Undertake a range of administration duties as directed by the School Administration & Communications Manager to ensure well-presented and accurate correspondence, reports, letters and other documentation.
11. Assist to maintain general office systems.
12. Carry out reprographics as requested by the wider school community.
13. Attend administration meetings as required.
14. Support the administrative processes pertaining to school events and income generation, such as Open Events and Lettings for example.
15. Responsible for the replenishment of stationery and resources/equipment.
16. Undertake working duties in accordance with the school's Health & Safety and Safeguarding policies.
17. Participate in school events which may take place during evenings and weekends during the year.

General Expectations

- To abide by and apply all school policies e.g. Behaviour for Learning and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.
- To perform such other tasks as may reasonably be required by the Line Manager or by the Executive Head Teacher.

- Always maintain confidentiality and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance.
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion.

Additional Information

- All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All school-based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All job descriptions may, following consultation with the post-holder, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Head Teacher or the Governing Board to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

Person Specification: Administration Assistant

Knowledge, Experience & Skills

Qualifications

Essential

- 5 good GCSEs including English and Maths at Grade C or above (or equivalent).
- Excellent word processing, social media and Excel skills.

Desirable

- A Levels/Degree
- Recognised Administration qualification

Experience

Essential

- Working in a busy environment with competing deadlines.

Desirable

- Working in a school environment
- Working with children or young people.
- Involvement in self-evaluation and improvement planning.

Behaviours, Skills and Abilities

Essential

- Ability to work collaboratively with the team and partners to ensure a broad approach to excellent service delivery.
- Ability to deal with sensitive issues in a supportive and effective manner.
- Effective communication skills, both verbal and written, in order to maintain accurate records and documentation.
- Ability to maintain high levels of professional integrity and confidentiality.
- Effective use of IT for monitoring and recording.
- Ability to use IT systems including website, databases, publishing and Microsoft Office products.
- Resilience and optimism to manage day-to-day challenges in a busy school environment.

Expectations

All staff members are expected to adhere to and promote professional standards including the school's code of conduct and values.

- This post is subject to an enhanced DBS disclosure.
- The post-holder must be committed to safeguarding the welfare of children.

General

The post-holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Head Teacher and develop and promote high standards of professional conduct across the whole school.

The post-holder will be expected to carry out their duties in line with Gildredge House policies, procedures, and relevant legislation.

The post-holder will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and their own professional development.

As part of the post-holder's wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

The post-holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

OUR MISSION - ASPIRE, IN ALL THAT WE DO

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is **indicated on the website**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

We look forward to hearing from you.