

ADVERTISEMENT TEMPLATE

Please email to HRDirect-Recruitment@wakefield.gov.uk

Post title	School Administration Officer
Location	High Well School Rookhill Road Pontefract West Yorkshire WF8 2DD
Salary & Grade	G4, SCP 5-6 (£23,500-£23,893 FTE – Actual £20,246-£20,584))
Hours	37 hours per week, Term time, plus 5 INSET days, permanent

High Well School is a Special School which caters for pupils aged 9-16-year olds with an Education Health & Care Plan (EHCP) for profound and severe social, emotional and mental health needs as well as other learning difficulties. The School is proud to meet the needs of some of Wakefield's most complex and vulnerable young people.

High Well endeavours to provide a nurturing environment with personalised support and specialist teaching to enable our pupils to re-engage in learning, develop their social and emotional skills and leave with not only appropriate qualifications but the skills required to succeed in life after school. This is reflected in our vision of 'Preparing for Positive Futures'.

The post of Administration Officer represents an ideal opportunity for someone who enjoys interacting with other people, wants to give their best every day, has lots of similar administrative experience and who is adaptable to change. We are offering this post on a full time basis, working term time only plus 5 INSET days.

We are looking for someone with some office-based experience, ideally within a school or similar setting. More importantly you will need to be a proactive, adaptable person who is able to think on your feet and pick up the role and responsibilities quickly. You will need to be approachable, friendly, professional and supportive to all even when you are working at pace. The postholder will provide routine administration support to members of the Senior Leadership Team (SLT) and Governors, and be the school's front of house receptionist safely dealing with students, staff and visitors in line with our procedures.

To be the candidate we are looking for you will be competent in the following areas:

- Have excellent customer care and communication skills along with the ability to work as part of a team or independently using your own initiative.
- Be confident in liaising with parents/carers for any pupil absences and the recording of these on the management information system.
- Have experience of working within an administrative role that involves data inputting, general administration tasks, diary management, reception duties and dealing with telephone calls from members of the public, parents, multi-agency colleagues and internal colleagues.
- Fully preparing agendas/minutes for Senior Leadership Team (SLT) and SEND meetings including producing timely and accurate agendas, information, and reports for a range of audiences including the school governors.
- Liaising and co-ordinating with school transport for pupils' taxis both into school at the beginning of the day and their return journey home.
- Awareness of GDPR and data protection.

Applying for the role

If you believe you are the person we are looking for and have the skills required, we would welcome your application. In order to apply you **must fully complete the school's Application Form** and you will also need to demonstrate that you meet the essential criteria for the post. All details are available on our website by visiting <https://www.highwellschool.org.uk>.

How do I return my application?

Applications must be returned to Michael Davis, HR Manager, by emailing HRManager@highwell.org.uk prior to the closing date as late applications will not proceed to interview.

Can I visit the school?

Visits to the school are warmly welcomed by appointment and should be arranged by calling the school office on (01924 572100) to arrange an appointment to visit.

Closing date: 20th February 2024 at 5pm

Interview date: TBC

Wakefield Council is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. Therefore, the successful applicant will be required to successfully undergo an enhanced DBS check and to provide criminal conviction information.

