



Admin Assistant

Term Time + 1 Week

25 hours per week, over 4 or 5 days

Permanent

C Grade £12,684 – £13,217

(FTE £24,405 – £25,430)



Candidate Information Pack

Yateley School, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

Learning together – Empowered for life

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Headteacher: Mr P German BA NPQH
Telephone: 01252 879222
E-mail: admin@yateley.hants.sch.uk
Web: www.yateleyschool.net
Address: School Lane, Yateley, Hampshire, GU46 6NW



YATELEY SCHOOL

Dear Applicant,

Thank you for your interest in applying for this position at Yateley School. If you are looking to work in a dynamic, fast-paced and innovative school then look no further! We are always keen to find enthusiastic teachers and support staff to join our thriving and successful mixed 11-18 school of over 1300 students (with over 200 in the Sixth Form).

We hope that the information provided helps you in making your decision to proceed with an application. However, a school visit, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our students. In July 2023, Ofsted noted that '*staff are proud to work at the school. They feel valued, and have confidence in the school's leadership*'.

We make every effort to ensure all candidates have equality of opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of please do not hesitate to contact the school.

I would like to take this opportunity to extend my best wishes to all applicants. Whether or not you are successful on this occasion, I wish you every success in your future career.

Yours sincerely,

A handwritten signature in black ink that reads 'P. German'.

Paul German
Headteacher



Advert – Admin Assistant

Job Title:	Admin Assistant
Salary:	C Grade £12,684 - £13,217 (FTE £24,405 - £25,430)
Hours of Work:	25 hours across 4 or 5 days per week Term time plus 1 week (40 weeks per year)
Contract:	Permanent – to start June 2025

We are looking for a new member to join our amazing admin team at Yateley School. As an office we look for solutions in solving problems and improve efficiency by embracing technology. We can offer the right candidate additional training and in time further qualifications. There is scope for progression within this role.

Working in a team, this job is varied and you will be required to multi-task to ensure jobs are completed accurately and efficiently. Having a good sense of humour and being a team player are essential.

Experience of School Payment systems, merging documents and awareness of AI would certainly be a benefit to the role. We use Bromcom as our MIS system at Yateley School and training will be given if necessary.

Candidates will need GCSE Grade C or 4 (or above) in English and Maths

Previous adverts for similar roles at Yateley School have resulted in a large number of applicants. If you feel that you would like to join our team then please apply as soon as possible. Interviews will take place w/c 12th May and we look forward to meeting you.

Yateley School has a strong ethos of wellbeing for staff and students and is completely committed to securing the best academic and personal development outcomes for our young people as well as providing excellent professional development for staff.

Application Procedure

Interested applicants should complete the attached application form together with the personal statement within the form and address the job description and person specification in their application. CVs are not accepted. If you have any questions, please contact applications@yateley.hants.sch.uk

Closing date: Friday 9th May 2025, 12 noon. Early applications are welcomed, closing could be earlier should a successful candidate be appointed. Interviews will take place w/c 12th May.

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects 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 an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Job Description

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Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development. Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

ROLE PROFILE FORM

Section A

Role profile ref:	02125
Department/Section:	Education – Schools
Role Title:	Administrative Assistant
Reports To - (Supervisor/manager's role title) :	Office Manager
Role Purpose: (why the role exists)	Working as part of a team, using a comprehensive range of administrative systems and procedures to meet school requirements.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below.

See formal organisation chart

Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Customer Service	<ul style="list-style-type: none">Act as a point of contact for general parent/pupil/visitor enquiries, usually by email or referring the enquiry to an appropriate destinationAssist other admin team members when requested eg.school reception, admissions etc	15

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Administration	<ul style="list-style-type: none"> • Communicate with parents and the wider schools via letter, email and telephone. Maintain the daily school office email account. • Provide support to trip leaders in respect of day and residential trips. • Produce and process routine documentation & correspondence against a broad framework provided by the Headteacher/ Office Manager. • Update the school sharepoint page. • Input and extract staff/pupil information using manual, and computer based systems. • Keep systems, including electronic and hard copy filing systems. • Update digital communications and contribute towards school promotions. • Keep up to date with the latest versions of MIS, including Bromcom and InVentry, and use other packages such as Word, Excel, Microsoft 365 apps. • Update school payment systems (Scopay/Tucasi) and provide support to other members of the team in the tracking of income. • Process admin tasks as requested by departments • Help to provide cover in absence of receptionist 	60
Teamwork	<ul style="list-style-type: none"> • Work co-operatively with others towards shared goals • Support the induction of new members of the team and contribute to the development of others within the team through sharing knowledge 	15
Welfare	<ul style="list-style-type: none"> • Ensure that you are up to date with Safeguarding training at all times and to be aware of safeguarding responsibilities. 	5
Corporate and statutory initiatives-equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> • Awareness of equality issues and health and safety regulations 	5

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<u>Section D</u> - The key decision making areas in the role
<ul style="list-style-type: none"> • Prioritisation of own tasks/workload • Customer complaints – refer to line manager
<u>Section E</u> - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)
<p>Size of school: 400 – 1600 pupils on roll</p> <p>No direct financial responsibilities attached to the post</p>
<u>Section F</u> - The main contacts – external/internal customer contacts and purpose
<p>Internal contacts</p> <ul style="list-style-type: none"> • Line Manager regularly to discuss work priorities • Teaching staff – liaison over work issues, administrative support <p>External contacts</p> <ul style="list-style-type: none"> • Parents – letters and emails to parents
<u>Section G</u> - Working conditions – environment, and physical effort or strain.
<p>Normal office environment</p> <p>Balancing various conflicting requirements of different stakeholders</p>
<u>Section H</u> - Context/additional information
<p>Occasional public verbal abuse</p>

PROGRESSION IN ROLE

<u>Section J</u> - Entry: Necessary role-related knowledge, skills and experience at selection
<ul style="list-style-type: none"> • Aptitude for administrative work, normally demonstrated by GCSE standard or equivalent with passes in English and Maths at grade C or above • Good organisation and communication skills • Computer and keyboard skills

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Section K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective

4-6 weeks with further development in full academic year

- Familiar with the school's office, equipment, telephone and computer systems
- Confident in dealing with initial telephone and personal enquiries from parents and other enquirers
- Aware of Education Dept organisational structure and immediate contacts
- General knowledge of school and council's policies and procedures
- Familiar with financial accounting processes operated by the school
- Knowledge of Health and Safety/Security regulations and procedures
- Training provided by Education ICT on specific systems used in school

Section L – Operationally effective: How would effectiveness in role be demonstrated?

- All pupil and staff information and data related procedures are effective
- Communication with staff, parents, pupils and external contacts are appropriate and effective
- Excellent organisational skills
- Operating independently in all aspects of role

Section M - Adding value: What characteristics will the advanced role holder demonstrate?

- Promoting/marketing the image of the school in all contact with the outside world

How to Apply

Interested applicants should complete the application form* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to Applications@yateley.hants.sch.uk

CV's are not accepted.

Closing date: Friday 9th May 2025, 12 noon.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email applications@yateley.hants.sch.uk

*Applications are also accepted via TES and Education Jobs websites directly; all applications will be considered equally.

Safer Recruitment

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects 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 an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Teacher Pension Scheme (for teachers)
- Local Government Contributory Pension Scheme (for support staff)
- Free on-site car parking
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)

School Information

We are proud of our school – exemplary teaching and determined, resilient students. The challenge of providing a rigorous and challenging curriculum, alongside the need for breadth and skills development is taken seriously, as is our resolute insistence on giving and expecting the best. The school is regularly described as having ‘high standards and a heart’ and the level of pastoral care and individualised support is integral to the ethos of the school.

The Ofsted report of 2023 opens with *‘Yateley School is a warm and welcoming community where pupils thrive’* and *‘The school’s values of ‘Ready, Respectful, Safe’ permeate all aspects of school life.’* Underpinning this is an ethos of high standards and high expectations. We work hard to create a caring and challenging learning environment where every individual can strive, enjoy and achieve and be supported to do so. The curriculum is broad and engaging and our accomplishments in cultural and sporting activities are truly inspirational. Ofsted noted that the *‘curriculum offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations.’* No child is left out and it is a matter of pride for us that whatever a child’s need, we can bring both our resources and individual care and attention to bear to ensure that every young person can thrive. *‘Pupils invariably behave well in lessons and around the school site, having respect both for each other and for adults alike.’* Ofsted. Alongside vast opportunity within the curriculum, our superb House system ensures that all students can and should participate from the first day and play a full part in the success of both House and School

We have superb provision both within and beyond the classroom and we are confident that the preparation for adult life offered at Yateley School is second to none. The school occupies a very pleasant and partially wooded site in excess of sixty acres. We have larger than average playing fields; a sports hall; a full commercial gym and swimming pool with day time school use and preferential rates for staff; a dance studio; specialist music rooms, a theatre with a dedicated audio/lighting facility; dedicated ICT suites, a community hall, dining halls and specialist teaching accommodation for Technology, Mathematics, Science, English, Humanities, Modern Foreign Language, Performing Arts and Physical Education.

History and Location

Opened in 1968 as Hampshire's first community comprehensive school, in purpose-built accommodation, Yateley School was and still is truly innovative. It has an on-site nursery, a sports centre, the town library and adult and community learning all co-located within the large and attractive site. It is now one of only four schools in Hampshire to retain a Sixth Form and this semi-autonomous part of the school is hugely successful and adds a vital dimension to the character and strength of the organisation.

Yateley School serves a mixture of rural and urban housing in and around the small town of Yateley in North East Hampshire. The Hart district of Hampshire is broadly quite affluent and nearby Fleet has been rated best in UK in a quality of life index. Yateley School's catchment is truly comprehensive and serves a broad mix of social and economic backgrounds. The school is well served by the nearby M3 and M4 motorways and there are railway stations in Blackwater (2 miles) and Farnborough (6 miles). The large towns of Reading (12 miles), Basingstoke (13 miles) and Guildford (15 miles) are all within easy reach. The centre of London is only 35 miles away.



Curriculum and Timetable

Our timetable is made up of 4 x 75-minute periods each day starting with a daily tutor time of 25 minutes. The curriculum in Key Stage 3 follows a broad range of subjects and is 3 years in duration. GCSE options are taken in Year 9 where diversity and choice are extended still further with additional subjects available for KS4 at the start of Year 10.

In KS3, after an initial settling in period, we run a timetable model based on two blocks each made up of 3 or more mixed ability tutor groups. The Arts and Humanities are taught in tutor groups, whereas Maths, Science, Languages and PE classes are set within the two blocks. English and Technology organise their classes in the same ½ year blocks using mixed prior attainment (not tutor groups) to organise their classes. Setting continues in core subjects at KS4.



We work to offer the broadest curriculum possible at KS4 and ensure a Progress 8 curriculum for all learners. This range and breadth of subjects is widened still further at KS5 with a range of courses designed to fit the needs of all learners.



We retain a Performing Arts ethos by offering courses in Music, Music Tech, Drama, Dance and Art. This has attracted accreditation including: Arts Mark, Design Mark, Sports Mark and Investors in Careers. The 2018 Ofsted report noted that *“the curriculum is broad and balanced”* and *“offers pupils the opportunity to study a wide range of subjects to suite their interests*

and aspirations. Creative, technical and performing arts are particularly strong” and *“pupils are supported and guided well to ensure that they follow appropriate courses for their ability”*.

This is complemented further by extra-curricular provision which provides a wide range of experiences across many areas, significant sporting success at district and county level. Arts continue to thrive with high participation rates in all areas. We continue to enhance our curriculum offer with a wide range of trips, visits and other events. *“The extensive range of extra-curricular opportunities are highly valued by pupils.”* and *“(the extracurricular activities) help pupils to develop their skills further beyond the taught curriculum”*. Ofsted 2018

The school offers high-quality support and guidance. Four Heads of House coordinate the work of their tutor teams and to some extent operate a small school within a big school, developing a strong ethos and purpose amongst their students. Tutor Groups are by house and by year group. Positive tutoring, a detailed tutor programme and personal mentoring are regarded as the cornerstones of the ethos of the school and underpin all we do; tutors are the first port of call for students and parents.

Mission Statement, Vision and Values

Our mission is for Yateley School to be the pride of the community it serves, with exceptional progress for all, expert teaching and a curriculum fit for the future. Our school community will be confident, fulfilled and with consistently outstanding attitudes to learning

Yateley School exists to provide an excellent quality of education for the entire community that it serves; advancing education, learning and opportunity for the public benefit. Our school enables young people to understand, challenge and improve the world in which they live; to value their culture and accept those of others. Yateley School strives to develop responsible young adults who have the resilience and commitment to lead fulfilled lives and contribute positively to their society and to the environment.



Centre of Excellence

Our school is a proud and accomplished centre of excellence



Dynamic

Our school is exciting and engaging - it is a dynamic place to learn



Ambitious

Our school is a place where confidence and ambition are built



Valued

Our school is a place where every individual is valued, challenged and trusted make great teams. Everyone is significant, everyone has value and everyone has purpose



Inclusive

Our school is an inclusive community where values are lived and where relationships are nurtured



Compassionate

Our school is a compassionate community which notices and cares - where wellbeing matters



Sustainable

Our school is a responsible community that values our environment and is committed to a sustainable future



Passionate

Our school is a team with a passion to deliver our best and a resolve to be our best



Enjoys and Achieves

Our school is where success is counted in enjoyment and happiness as well as unrivalled progress and achievement

Our Learning Values

Our Learning Values are captured by our Ambitious, Curious and Tenacious (ACT) philosophy to learning.



Ambition: We believe that everyone can play a significant role in identifying, nurturing and developing ambition. We must create an environment that supports driven individuals, and encourages others to join them in wondering what can be achieved.

Curiosity: A good question can open minds, shift paradigms and force the uncomfortable. We can help create thinkers. We believe that it is more important for our students to ask their own great questions – and more critically, their willingness to do so and seek answers.

Tenacity: Staff and students will persist more when they are treated fairly and with respect, whilst understanding that life is often challenging. Collectively, we will show tenacity in pursuit of personal excellence and we will set high expectations of what we can achieve together.

Our Behavioural Values

Our Positive Behaviour values are captured by the principles of being Ready, Respectful and Safe.



Ready: It is important that we are always ready for the day ahead and the learning possibilities. This begins each day by arriving on time and correctly equipped. It then flows into having a positive mindset and attitude in all learning opportunities to enable us to tackle the challenges that lie ahead.

Respectful: A key quality for everyone is to show respect. We must be supportive and listen to others, follow expectations and guidance and respect other people's property within the school and community. Being respectful will create a calm and positive place of work and study.

Safe: We encourage everyone to be safe in all that they do within school and community. This includes being safe in physical interactions, looking after ourselves and others and being aware of how to use online resources like the Internet and social media appropriately.

Further Information

Please do visit our School website for more information and recent news



<https://www.yateleyschool.net/>

