

# Yateley School – Job Advert

**Learning Together – Empowered for Life**

- Job Title:** Wellbeing Admin Assistant
- Salary:** EHCC C Grade £23,115 to £24,140 FTE  
(Actual Salary £16,074 to £16,787)
- Working Time:** Up to 30 hours per week, term time only (39 weeks per year)

Yateley School is a good school with an outstanding sixth form catering for over 1300 students from the local area, our school has a superb range of facilities across all areas of the curriculum. We pride ourselves on our high standards, which are achieved through a friendly, caring atmosphere and a dedicated team of well-qualified teachers and support staff.

## Description of Role

We are looking to appoint an admin assistant to support the pastoral care, progress and behaviour of students under the direction of the Deputy Headteacher for Culture. The post holder will also provide medical support to staff and students in the absence of the nurse or during busy periods and support the wider school admin function and transition between work streams during busy periods. Therefore, training in First Aid at Work and administering medicines will be provided. This is a very busy role so excellent admin skills and the ability to work at pace and manage personal workload are essential.

## The key objectives of the role include:

- Assist in monitoring student's pastoral well-being and helping them fulfil their academic potential.
- Contribute to the administration support of the Wellbeing Centre, support the assistant Heads of Houses and Deputy Headteacher as and when required.
- Operate and monitor support systems for individual students.
- Take over the responsibility for the medical room in the absence of the nurse and work with the school nurse to ensure medical room is covered at all times and provide support as and when required to ensure pupil records of medicines etc are kept up to date.
- Support the nurse with the immunisation process and other public health related matters
- Assess staff and student medical needs and administer front-line first aid e.g. plasters, bandages etc. and other remedies/action.
- Communicate with parents of students.
- Act as first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination
- Produce and process routine documentation/ correspondence against a broad framework provided by the Headteacher/ other teaching staff
- Keep up to date information and records in BROMCOM and in students' files.
- Oversee student voice and house council.
- Provide support to the Deputy Headteacher (Culture) in respect of nominations for Student of the Week, Tutee of Half Term, awarding of Achievement Points or Behaviour Points.
- Supporting the school with the development of its mental health and wellbeing support.
- Take the lead on collating and distributing Year 11 student files to their chosen colleges, and update Year 7 folders received from Primary schools, whilst process all in year joiners and leavers.
- Take the lead on the distribution of second-hand school uniform and work with the school uniform officer to manage stock levels etc. Assist in the distribution of new school uniform to new year 7 students over the summer term.
- Provide admin support to the wider school during busy times of admissions, preparation for taster days and production of material from the reprographics dept etc.

For further details of the areas of responsibility please refer to the detailed job description.



[www.yateleyschool.net](http://www.yateleyschool.net)



[admin@yateley.hants.sch.uk](mailto:admin@yateley.hants.sch.uk)



@yateleyschool



School Lane, Yateley GU46 6NW



/yateleyschool



01252 879222

# Yateley School – Job Advert

## What We Can Offer You

For the successful candidate we can offer:

- Supportive Team Environment
- Continued Professional Development
- Contributory pension scheme
- Free on-site car parking
- On-Site Subsidised Fitness & Health Facilities
- On-Site Nursery Facilities

## Application Procedure

If you are interested in applying for the position, application forms are available on our website, <https://www.yateleyschool.net/vacancies/> or email [applications@yateley.hants.sch.uk](mailto:applications@yateley.hants.sch.uk)

Closing date for submitting your application is Friday 24<sup>th</sup> November 2023. Interviews will be held in the week of 27<sup>th</sup> November 2023.

**P. German**  
**Headteacher**

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



[www.yateleyschool.net](http://www.yateleyschool.net)  
[admin@yateley.hants.sch.uk](mailto:admin@yateley.hants.sch.uk)



@yateleyschool  
School Lane, Yateley GU46 6NW



/yateleyschool  
01252 879222