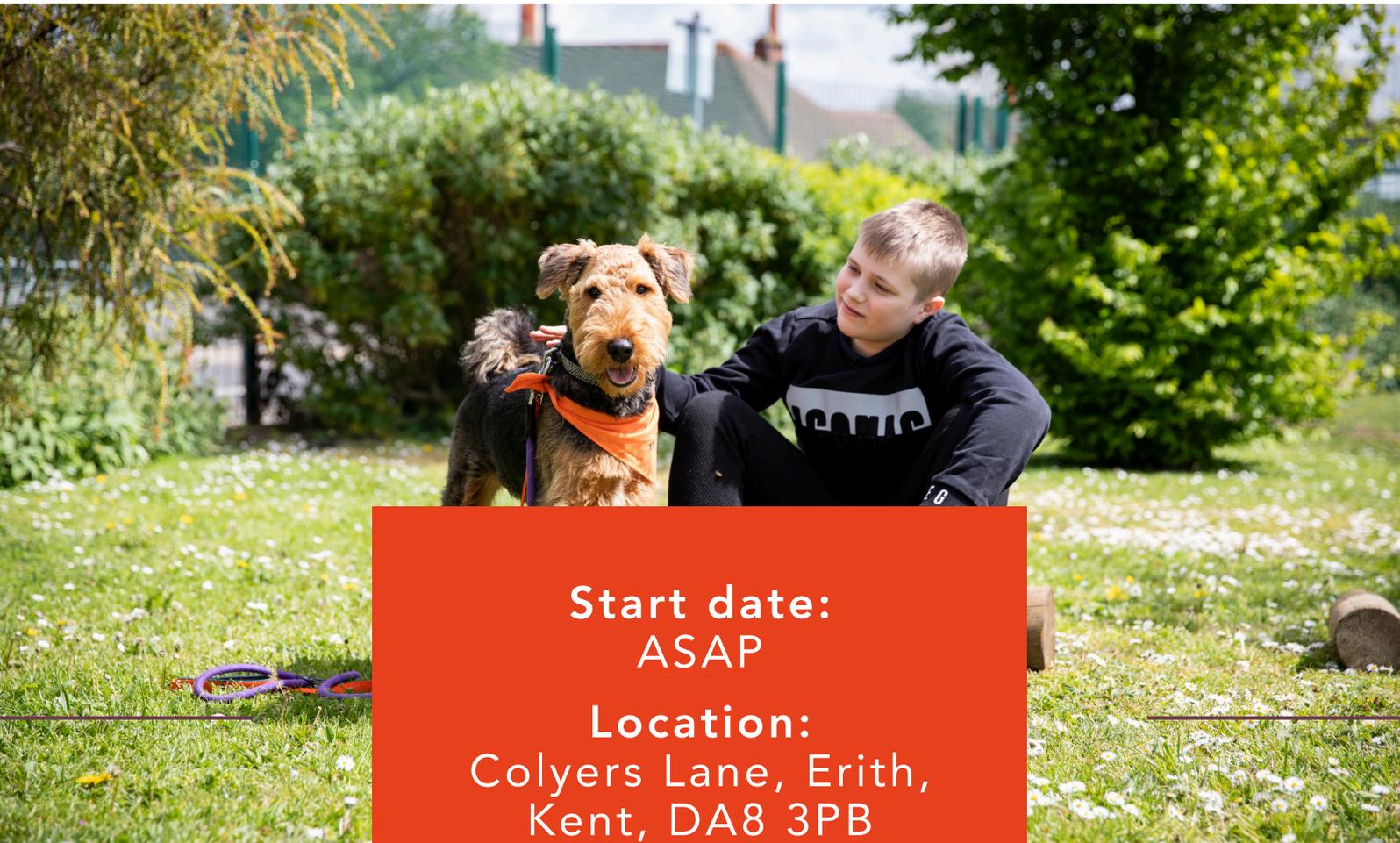




CANDIDATE PACK

Administration Assistant



Start date:
ASAP

Location:
Colyers Lane, Erith,
Kent, DA8 3PB



About Us

Woodside Academy is an all-age special school, (EYFS-Post 16) for pupils with a primary diagnosis of autism. The school is a flourishing and vibrant learning community located in the London Borough of Bexley.

The school's motto is "All together better" and we are committed to achieving our shared goal of individual and collective excellence for all.

Visitors to the school frequently comment on the welcome they receive, the calm and positive ethos as well as how much pupils and staff enjoy being at school. Parents and Carers tell us how much difference Woodside makes.

Hear this for yourself in our [virtual tours](#) and read more on the school website [here](#).

WOODSIDE
ACADEMY



WOODSIDE
ACADEMY



About the Trust

Our school is part of London South East Academies Trust - a multi-academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

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SOUTH EAST
ACADEMIES



TRUST

Our Values

At Woodside Academy, we value trust, honesty and kindness from all.

We respect ourselves and each other in all that we do.

We strive for independence in our learning and in our leisure time to live safe and happy lives.

We face challenges by being positive and believing that we can overcome them.

All together better; all together we will achieve great things.

Respect

Kindness

Achievement

Trust

Independence

Positivity

Honesty

WOODSIDE
ACADEMY



Job Description

WOODSIDE
ACADEMY



Job title: Administration Assistant

Salary: LSEAT Harmonised pay scale H18-H19

Contractual Hours: Part-time

Contractual Weeks: 41 weeks per year

Position Status: Permanent

About our vacancy

We are seeking to appoint a talented Administration Assistant to work in our busy school office. The successful candidate will work alongside our dedicated office staff and will be required to deliver a professional front-of-house service to all stakeholders and to provide varied administrative duties to support school processes, the Senior Leadership/Teaching Team and the Office Manager.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.

This role would suit a well-organised and adaptable individual with experience in Arbor, Parent Mail and administrative duties, although training can be provided where needed. You should have good interpersonal skills, be confident using IT systems and be committed to supporting pupils, staff and families in a professional and approachable manner.





Job Description

Main duties:

- To provide general administrative duties for Woodside Academy.
- To provide reception services to callers to the school.
- To be part of an administrative support team in the Trust, providing administration duties to assist the general running of the school.
- To provide reception services for all callers to the school
- To liaise with parents in relation to daily school absence, school trips, events, school meals and payments
- Work as a team to be the public face of the school; greeting and directing visitors, answering and dealing with telephone enquiries, responding to requests from pupils, parents and visitors.
- Provide administrative support for SLT, Teacher and Office Manager.
- Provide cover as needed for other members of the administrative team.





Job Activities

To contribute to the efficient running of the school by delivering the school administrative service functions including:

- Maintain pupil records and files (paper based & electronic) using Arbor and other databases ☒ Maintain pupil starter/leaver processes
- Prepare and distribute school letters by parentmail and hard copy
- Monitor pupil school meal processes and operate the payment system
- Support with events organisation and liaison with parents
- Prepare, photocopy and distribute various resources (including certificates/school signage/information booklets/reports)
- Maintain various databases/records ☒ Shred and dispose of confidential material
- Sort and distribute post and deliveries (incoming and outgoing)

To work on reception:

- To liaise with parents, pupils, outside agencies and general members of the public in person, via email and by the telephone
- Respond to telephone, email and personal caller enquiries; dealing with queries, taking and acting on messages
- Assisting parents, visitors and staff with queries
- Monitoring office email inbox
- Issuing visitors badges and directing visitors
- Supervising pupils to be seen by other agencies or waiting for parents or members of staff
- Fire warden duties by distributing school registers and accounting for visitors
- To act at all times in a responsible and responsive manner, with an awareness of the sensitive and confidential nature of the work, and the need for a high level of customer care

To perform such other duties as may be required by line managers consistent with the overall job purpose and to meet the requirements of the service.



General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.



What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



Person specification

Qualifications	Essential	Desirable
GCSE or equivalent in English and Maths	X	
ICT Qualification		X
Administration qualification		X
Skills & Experience	Essential	Desirable
Working within a busy and demanding office environment	X	
Previous school office experience		X
Experience with programmes such as Word, Excel and Outlook	X	
Knowledge of Education systems eg, Arbor, Parent Mail and School meal payment systems		X



Good oral or communication skills	X	
Interpersonal skills	X	
Good written communication skills	X	
Knowledge of website administration		X
Good design skills for document production	X	
Effective ICT Skills	X	
Knowledge of Powerpoint and Publisher		X
Personal Qualities	Essential	Desirable
Commitment to high quality service delivery	X	
Able to maintain confidentiality in all circumstances	X	



Proactive approach to work being responsive, empathetic and supportive to all within the school	X	
Flexible to enable a responsive service at all times	X	
Hardworking and enthusiastic, presenting a professional manner at all times	X	
Process a sense of humour and the ability to be able to multi task, work with energy and enthusiasm maintaining a calm exterior	X	
Abilities	Essential	Desirable
Ability to work in an appropriate manner with pupils and parents/carers who have a range of needs and come from different social and ethnic backgrounds	X	
Ability to prioritise tasks and work to deadlines	X	
Ability to be flexible and adaptive	X	
To use own initiative to make judgements which impact on school effectiveness	X	
To be able to self-direct	X	



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

