



ADMINISTRATION DEPARTMENT

Information for Prospective Candidates

Walbottle Campus is a large secondary school with over 1600 students and 240 members of staff.

The Admin team at Walbottle currently consists of seven members of staff, three of which work full time, term time, with the rest working part time, term time. You will be expected to work a set number of 'on call' days during school holidays, in line with business needs.

There are currently four members of Reception staff, two Admin staff and an Office Manager who all carry out a variety of tasks to serve the Leadership Team, Staff, Governors, Students and Parents/carers.

The Reception staff are responsible for greeting visitors that come into school and dealing with incoming calls via our switchboard. They also undertake admin tasks such as filing, correspondence to parents/carers and first aid duties as and when required.

The Admin staff and Office Manager work in a number of different roles, undertaking a variety of different tasks. These tasks include:

- Admissions into the school, including Year 6 Transition
- Keeping Sims records up to date and accurate
- Processing Exclusions and Detentions
- Timetabling
- PA duties to Senior members of the Leadership Team
- Minuting meetings
- SEN administration support
- Co-ordinating, organising and running in school events
- Governor support
- All correspondence out of school
- Producing reports
- Reception duties as and when required

We welcome applications from suitably qualified candidates, addressed to Tracey Gray – Director of Support.

**Office Manager/Head's P.A.
September 2018**