



# HALSTEAD ST ANDREW'S SCHOOL

Administration Assistant/Receptionist

Start date: As soon as possible



Church Hill House

# Administration Assistant/Receptionist

## The Role

The Administration Assistant/Receptionist will support the School Administrator by handling a variety of administrative duties to ensure the smooth operation of the school.

Line manager: CHH Reception Manager

## Main Duties and Responsibilities

### Reception and Administrative Duties

- Assist with the busy reception area, managing communications from parents and carrying out other administrative tasks as assigned by the School Reception Manager, such as photocopying, document distribution, and managing deliveries.
- Demonstrate flexibility and professionalism in responding to unexpected situations or requests.
- Maintain strict confidentiality regarding information related to students or their families, respecting privacy and discretion.
- Keep the School's general noticeboards updated and well-organised.

- Work with the School Reception Manager to prepare and distribute Weekly Events sheets for staff.
- Enter sports fixtures onto the school website on a termly basis and amend changes as required.
- Maintain and update the school's MIS system as needed.
- Ensure that morning registers are completed promptly each day and manage incoming absence notifications.
- Assist with the administrative aspects of the After School activities programme, including uploading to SOCS, managing late cancellations, waiting lists, parent queries, overseeing register taking and supporting HR with the completion of safeguarding checks of external providers

### General Duties

- Support the School Administrator, acting in a helpful and responsive manner and carrying out tasks as directed.
- Demonstrate flexibility and professionalism in responding to unexpected situations or requests.
- Prioritise the welfare of the students at all times.
- Maintain strict confidentiality regarding information related to students or their families, respecting privacy and discretion.
- Adhere to the codes of conduct and behaviour outlined in the Staff Handbook.
- Show loyalty to the school and provide support to colleagues, fostering a collaborative working environment.
- Be aware of and comply with the School's Health and



Safety guidelines, policies, and procedures.

**Note:**

These responsibilities are not listed in any particular order of importance. The Administration Assistant/Receptionist may be required to adapt to changes in the role, and additional duties may be assigned to support the School's evolving needs. Flexibility and adaptability are essential.

## Personal Specification

### Essential

- Strong attention to detail and creativity.
- Proficiency in Microsoft Office, along with strong IT, typing, and administrative skills.
- Excellent time management and organisational abilities.
- Willingness to undertake Emergency First Aid training and provide cover when needed, under the direction of the School Administrator (Appointed First Aider).
- Willingness to participate in relevant training as required.
- Strong written and verbal communication skills, with the ability to maintain confidentiality and handle sensitive information thoughtfully.
- Excellent listening skills, patience, and a positive, friendly demeanour.

- Demonstrates adaptability, flexibility, and the ability to handle pressure while being proactive and capable of using own initiative.
- A team player who can multitask effectively and work well with others.
- Ability to establish and maintain appropriate relationships and boundaries with children, families, and colleagues.
- Willingness to be actively involved in school life, participate in events, attend inset days and staff meetings, and support school functions.

### Desirable

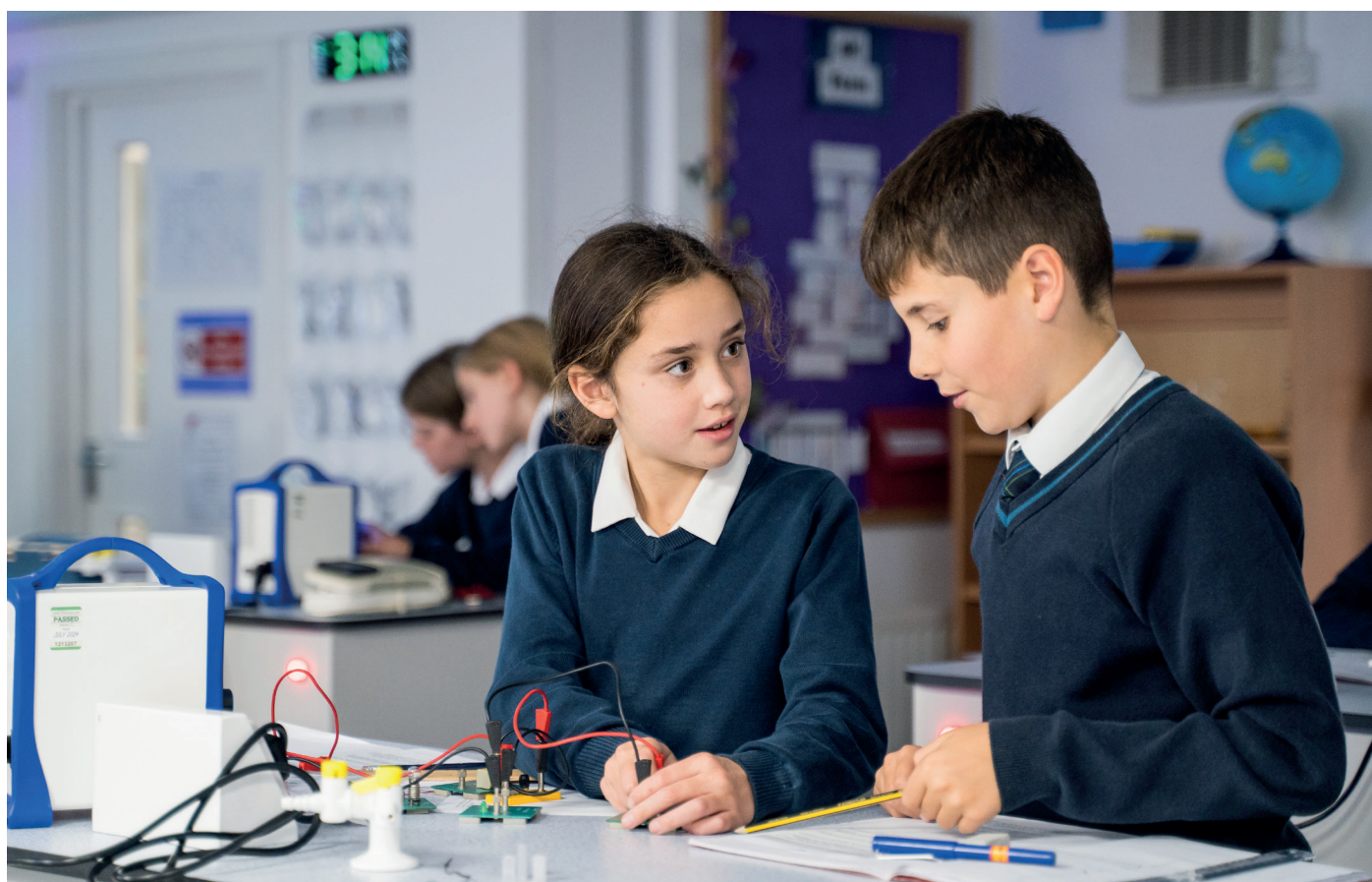
- Prior experience working in a school or educational setting.
- Experience in working with children.

## Health and safety

Follow the Health and Safety procedures within school.

## Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal







effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's staff development procedures.

## Working Conditions and Remuneration

The Administration Assistant/Receptionist will predominately be based at our Church Hill House site, but from time to time there may also be a requirement to work at Woodham Rise (our Pre Prep site).

The role is a part-time, permanent role, Monday - Friday 8am-1pm, term time, plus five Inset Days and 10 days.

Salary will be competitive based upon qualifications and experience.

## Benefits

A first-rate benefits package includes:

- A contributory staff pension scheme
- Death in service benefit
- Fee remission for eligible children attending the school
- Free car parking

## Application Process

Applications to be on the School Staff Application form (available on the website) and covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Interviews may take place as applications that are selected are received.

Applications should be submitted electronically to [hr@hsaschool.co.uk](mailto:hr@hsaschool.co.uk). Closing date is 12pm Friday 17 January 2025. Interviews to take place on Monday 21 January.



We reserve the right to interview and appoint before the closing date.

## Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.







## About Halstead St Andrew's

**Halstead St Andrew's is an independent all-through school located in Woking, Surrey.** We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our plendge to equip pupils with the skills necessary to navigate an ever-changing world.







## HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

T: 01483 760943  
E: [officewr@hsaschool.co.uk](mailto:officewr@hsaschool.co.uk)

Prep and Senior  
Church Hill House, Wilson Way Horsell,  
Woking  
Surrey  
GU21 4QW

T: 01483 760943  
E: [officechh@hsaschool.co.uk](mailto:officechh@hsaschool.co.uk)

“For parents wanting the personal touch,  
this school delivers.”

*Good Schools Guide*



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[www.hsaschool.co.uk](http://www.hsaschool.co.uk)