



Candidate brief for the position of:

Administrative Assistant x 2 positions

Position 1 – 08:00 to 15:45, 40 weeks per year

Position 2 – 08:15 to 16:00, 40 weeks per year

40 weeks per year, 37 term time plus 3 weeks in holidays as directed by the office manager (one of these days being September inset day for training).

Bullers Wood School for Girls

Application Deadline: ASAP

Suitable candidates will be interviewed before the closing date and Bullers Wood School reserves the right to withdraw the position if an early appointment is made.





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Dear Applicant

Thank you for expressing an interest in the post of Administrative Assistant at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in September 2022 and offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference. The school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and prior to the pandemic had regularly been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for students achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for a passionate individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys, who have now moved into their brand-new permanent building. Our two schools led to the establishment of the Bullers Wood Multi Academy Trust, giving opportunities for enhanced professional and career development for colleagues working within the Trust. The successful candidate may be required to work at either school.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description. If you have any questions or wish to visit before applying, please do not hesitate to contact our Human Resources Manager, Caroline Sharp csharp@bwsmat.org.

I very much look forward to receiving your application.

Yours sincerely

Simon Hardwick
Headteacher



An Introduction to Bullers Wood School for Girls

The School

Bullers Wood School for Girls is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

The number on roll is 1591, including 442 students in the mixed sixth form. We serve a very supportive community, and parents/carers have a choice of Bullers Wood School for Girls as a comprehensive school or selective education within Bromley and other LAs (Bexley, Kent). The proportion of students eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 20 languages are spoken. Very few students are learning English as an additional language. The behaviour of students is excellent, with all keen to learn and succeed.

In 2022, 77% of students achieved 5+ GCSE's at 9-4 including English and Maths, and 52% of A level results were graded A* - B.

The staff at Bullers Wood School for Girls are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. ECTs are allocated a dedicated mentor to support them through their ECT years.

The School is a founder member of the highly regarded Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others. We also train teachers through the Graduate Teacher Programme.

Twenty-two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high-quality environment and atmosphere which students enjoy and remember.

Our Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.



The Post and Specifications

Reports to: Office Manager

Hours of Duty:

Position 1 – 08:00 to 15:45, (this includes a 35-minute unpaid lunch break)

Position 2 – 08:15 to 16:00, (this includes a 35-minute unpaid lunch break)

Term time contract: 40 weeks per year, 37 term time plus 3 weeks in holidays as directed by the office manager (one of these days being September inset day for training).

Salary: BR3 - £20,754 - £21,344 FTE (Pro rata on scale £20,754 is $35.83 \text{ hrs} \times 40 \text{ wks} \times £20,754 \div 1675 = £17,757.99$ per annum)

Holiday: To be taken outside school term times.

Conditions of service: According to the National Joint Council for Local Government Services.

Core purpose:

To provide full administrative and technical support for the School Administration Team.

General Administrative Support

- Support the School Administration Manager in the effective performance of the School Administration Offices, including answering emails, telephone calls, reprographics, SIMS and secretarial tasks as may be reasonably expected in the course of the duties of the post
- Communicate with parents, staff and students in a professional manner
- Cover reception and First Aid as required ensuring personal first aid qualification is kept in date at all times.
- Work closely with the receptionists to ensure that the school archives are kept tidy and shredding is organised regularly.
- Participate in staff development activities including in service training (INSET) as appropriate
- Assist in ensuring health & safety in the workplace
- Undertake such duties as may be reasonably determined by the Headteacher and/or School Administration Manager



- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people

Person Specification

- Good verbal and written communication skills
- Proven competency in Microsoft Office; e.g. Word, Excel, SIMS and outlook
- Able to work independently with the minimum supervision in terms of meeting standards and timescales
- Excellent customer service skills
- Professional manner, building and maintaining strong working relationships with staff
- Excellent organisational and administrative skills
- Experience of working in a similar role
- Flexibility and adaptability
- Positive attitude to work
- Attention to detail and accuracy

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.



How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email **Caroline Sharp, Human Resources**, on csharp@bwsmat.org. Please also contact her if you wish to have a conversation with the Headteacher, Simon Hardwick before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for the role.
 - Include details of an initiative you have recently led, explaining the contribution/impact it had on your organisation.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@bwsmat.org

Please send your completed application asap.



Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



Bullers Wood School for Girls and Sixth Form

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