



# THE STONEHENGE SCHOOL



## ADMINISTRATIVE ASSISTANT MEDICAL Application pack

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## WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a rapidly expanding roll we have had a state-of-the-art extension providing 23 additional classrooms, and a brand new performing arts block to replace our older, original accommodation. We are now in a position where the facilities are some of the best in Wiltshire and ensure that we are able to provide the very best education for the pupils that we serve.

Applications for entry into Year 7 have been over-subscribed in each of the last three years, and we are ever closer to reaching our full capacity of 1120 pupils.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



## PERSONALISED PROVISION

Our pedagogical approach is centered around the 'Cornerstones' of our teaching and learning approach, with assessment built around a 'milestone' structure. All of which is based around research-driven approaches that ensure effective progress whilst also maintaining sustainable workloads for staff.

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*Striving for excellence, exceeding expectation.*

At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

## **PREPARING FOR THE FUTURE**

Qualifications are highly important, and our examination results reflect our commitment to this. However, school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council and the House system.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, as well as exclusive use of the 22-acre playing field on Holders Road. We run many sports teams and offer a number of extra- curricular sporting clubs, including rugby, netball, hockey, football and cricket. Trips and visits are run regularly; Year 8 can visit Pencelli Activity Centre in Wales. There are regular Geography field trips and the Languages department arrange annual visits to France or Germany, as well as an extensive and growing list of residential trips across the curriculum.

The latest Ofsted inspection took place in September 2022 and concluded that... "The Stonehenge School continues to be a good school" and that "pupils like coming to school". They explored the "clear vision (that we have) for the school's next steps" and the "broad curriculum that (is) in place for every pupil".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,

Mrs C Dean

## ADMINISTRATIVE ASSISTANT MEDICAL

Required to start 1<sup>st</sup> September 2025

30 Hours per week, term time only (this includes TD Days).

Working days - Monday – Friday 8.30am – 3.00pm

(Flexibility around working hours can be discussed with the right candidate)

Wiltshire Council pay Grade D Point 4 – 6, (£12.65 - £13.05 per hour) **actual salary £17076.49-£17621.59 per annum.**

Closing date – Friday 1<sup>st</sup> August 2025.

We reserve the right to close this vacancy early if a suitable candidate is found before the closing date.

Interviews Thursday 7<sup>th</sup> August 2025

We are looking to recruit an administrative assistant to support our busy admin team at The Stonehenge School. Successful candidates must have a professional manner, be well organised, able to work under pressure and to deadlines.

We welcome applications from people who thrive working in a fast paced and exciting environment and who can be flexible in line with our school needs. Responsibilities will include providing a professional and positive welcome to all visitors of the school, being confident in communicating with a variety of stakeholders which will include parents/carers, external bodies, colleagues and students. Candidates will need to demonstrate that they are great team players, personable and willing to take on a variety of admin responsibilities.

Specific duties will include but are not limited to:

- First responder to First Aid incidents in school
- Maintenance of First Aid/medical supply boxes throughout the school.
- Ensuring medical records are accurate and logged on Class Charts
- Overseeing pupils in the First Aid room
- Assisting with day-to-day front of house duties
- Entering new starter information on to Sims and preparing pupil files
- Dealing with general queries and answering the telephone
- Photocopying and typing
- **Benefits include:**
  - Access to a generous Local Government Pension Scheme available
  - Holiday pay included in salary
  - Free onsite parking

We reserve the right to interview as suitable applications are received.

## **RECEPTIONIST/ADMINISTRATOR/MEDICAL JOB DESCRIPTION**

**Reports to:** Office Manager  
**Salary:** Grade D scale 4-6  
**Contract type:** Permanent

### **The Role:**

To work as part of a team of staff in the reception area and main school office. The main duty of the post-holder will be to provide a robust First Aid service to pupils and staff across all areas of the school.

### **Main Duties:**

- First responder to First Aid incidents in school (a 3-day First Aid course will be given)
- Maintenance of all First Aid/medical supply boxes throughout the school; providing fully stocked First Aid boxes and medical/contact lists for all off-site visits.
- Ensuring that the medical record book is accurate and Class Charts notifications go on within the day.
- Overseeing the pupils sat in the First Aid room; ensuring all staff and particularly The Attendance Officer are made aware of pupils in the First Aid room and of pupils that have been signed out.
- Administering medicines to pupils in line with school procedures; working with The Office Manager to ensure pupil's medication is stored securely, within expiry date and relevant, returning out of date or out of prescription medicines to parents promptly.
- Assisting with the day-to-day front of house duties of a busy reception area in the absence of the Receptionists – staffing Reception, taking calls, showing visitors around.
- Taking examination parcels and/or escorting the Royal Mail examination collection person and following set procedures.
- Entering new starter information into Sims, both for the new-year intake (June – September) and throughout the year.
- Making corrections to pupil information as directed by parents.
- Preparing pupil files and filing admissions paperwork.
- Answering the pupil counter - assisting with general enquiries.
- Photocopying/typing letters as directed by The Office Manager; covering for other members of the team as required.

### **Other Duties:**

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this 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 level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**Creativity and Innovation (i.e. Problem Solving):**

The jobholder is occasionally required to use creative skills to resolve problems such as where different calls should best be routed to, who could best assist a visitor.

**Supervision and Management:**

The jobholder has no regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits

**Key Contacts and Relationships:**

Parents/Guardians - contact with parents may include – parents phoning, including dealing with sensitive situations which need tact

All internal staff – messages to be relayed

Other Schools - making or cancelling appointments

Caretaking staff - relaying services that are required by other staff

External Agencies – contact about appointments etc

**Decision Making:**

The jobholder follows procedures and has some discretion over the order in which to carry out their work. The jobholder is expected to resolve routine problems encountered on the job but to seek assistance for anything unusual or difficult. The jobholder makes recommendations to callers regarding an appropriate person for them to speak to.

**Resources:**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security

**Working Environment:**

There is regular background noise e.g. from pupils, visitors, which is moderately disruptive. The jobholder is regularly the first point of contact with members of the public relating to matters of contention.

**Knowledge and Skills:**

The jobholder needs the ability to undertake a range of tasks related to switchboard/reception/office support, involving the application of rules, procedures and techniques. A good standard of practical knowledge and skills, including interpersonal skills on the phone and face to face, is required. New starters are required to learn and apply a series of procedural rules governing the reception/switchboard function in the school.

***The Stonehenge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.***

### **Receptionist/Administrator Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required. The Essential column shows the essential minimum requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role effectively. They are not essential, but may be used to distinguish between applicants.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification/Knowledge</b>	<p>Maths and English GCSE (minimum Grade C)</p> <p>First Aid qualification or willingness to undertake the relevant training</p>	Evidence of further professional development
<b>Experience</b>	<p>Excellent working knowledge of Microsoft Applications</p> <p>Working in an administration environment</p> <p>Experience of working as a team</p> <p>Customer service experience</p>	<p>Experience of using SIMS.Net or other school management information systems (MIS)</p> <p>Previous experience working in education</p>
<b>Skills</b>	<p>Meticulous eye for detail</p> <p>Ability to work with a high degree of accuracy</p> <p>Excellent communication skills, listening, verbal and written</p> <p>Ability to work independently or part of a team</p> <p>Ability to prioritise a busy workload to meet demanding deadlines under pressure</p> <p>Problem solving</p>	
<b>Personal Qualities</b>	<p>Friendly, cheerful and helpful manner</p> <p>Flexible work ethic</p> <p>Understands and maintains confidentiality at all times</p> <p>Positive and proactive approach with the confidence</p>	

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	Essential	Desirable
	<p>to support new initiatives</p> <p>Personable, approachable and courteous at all times</p> <p>Ability to be flexible and have an adaptable attitude to work and role when circumstances demand</p> <p>High levels of integrity</p> <p>Energy, enthusiasm and resilience</p> <p>Good sense of humour</p>	