



THE STONEHENGE SCHOOL



RECEPTIONIST/ADMINISTRATIVE ASSISTANT Application pack

The Stonehenge School
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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.

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.

Striving for excellence, exceeding expectation.

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 Lane. 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 9 can visit Pencelli Activity Centre in Wales and older students may take part in the annual ski trip to Europe. 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,

Carole Dean

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Required as soon as possible

Permanent Contract

Wiltshire Council Pay Grade D, Points 4–6

Actual annual salary: £20,491 – £21,145

Working hours:

Monday to Friday, 8.00am – 3.30pm

35 hours per week (30-minute unpaid lunch)

Term time only: 39 working weeks, including TD Days

Closing date: 23rd January 2026

Interview date: 30th January 2026

We are seeking to appoint a professional, organised, and proactive Receptionist/Administrator to join our busy administrative team at The Stonehenge School. The successful candidate will have an excellent manner, strong organisational skills, and the ability to work calmly and efficiently under pressure while meeting deadlines.

We welcome applications from individuals who thrive in a fast-paced, dynamic environment and who can demonstrate flexibility to meet the changing needs of a school setting.

The Role

The postholder will provide a professional and welcoming front-of-house service, acting as the first point of contact for visitors, parents/carers, students, staff, and external agencies. You will be a confident communicator, an effective team player, and willing to undertake a wide range of administrative duties.

Key Responsibilities

Duties will include, but are not limited to:

- Providing a professional and positive welcome to all visitors, in line with school safeguarding procedures
- Operating the school switchboard, taking and accurately disseminating messages
- Liaising with primary schools and parents to organise taster days and school tours
- Supporting students with general enquiries
- Accurately recording student late arrivals, appointments in/out, and liaising with the Attendance Officer
- Using and maintaining the school's student database
- Providing first aid to students with medical needs or emergencies (training provided), attending mandatory first aid training, including EpiPen, diabetes, and seizure awareness
- Photocopying and general administrative support, Word processing letters, reports, booklets, club lists, and other documentation

- Organising lost property, returning items where possible or arranging sales via the school website

Person Specification

The successful candidate will be able to demonstrate:

- A good standard of education, including English and Maths
- Previous clerical or administrative experience, ideally within an educational setting
- Excellent working knowledge of Microsoft Office, including Word, Excel, and Outlook
- A friendly, diplomatic, and approachable manner
- Excellent communication and interpersonal skills
- The ability to work independently and as part of a team
- Professionalism, reliability, and punctuality
- A clear understanding of confidentiality and data protection
- Strong problem-solving skills
- Knowledge of SIMS (desirable; training can be provided)
- A commitment to supporting young people and staff to achieve their best

Visits to the school are welcomed. Please contact Mrs Sharon Findley to arrange an appointment.

Application forms and further details are available from the school website. **CVs will not be accepted.**

Application forms and further details are available from the school website. Please note that CVs will not be accepted. Applicants are required to complete a personal statement outlining their relevant skills, experience, and reasons for applying for the role. Completed applications should be returned by post or email to by the closing date to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW. admin@stonehenge.wilts.sch.uk

The school reserves the right to close this vacancy early should a high volume of applications be received. Early submission is therefore strongly encouraged.

Administrator 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 providing a range of administrative support services including first aid.

Main Duties:

- Welcoming all visitors to the school and following the schools safeguarding procedures
- Answering the switchboard, taking and disseminating messages to relevant staff
- Assisting parents/carers in making appointments for parent evenings
- Liaising with primary schools and parents to take bookings for taster days and tours
- Assisting students with general enquiries
- Accurately recording student late arrivals, appointment in/out times and checking with/reporting to the Attendance Officer
- Maintaining the reception diary for all appointments and events.
- Overseeing the mail room and all relevant equipment and processes
- Checking deliveries in against the P.O. folder
- Receiving examination deliveries and handling collections ensuring all protocols are followed
- Using and maintaining the student database, logging of student registration data as required
- Admissions Support for Y7 intake and mid-year transfers
- Providing first aid attention to students with medical needs and emergencies (training will be provided), attending regular first aid training (every 3 years) plus Epi-Pen, Diabetes and seizure training
- Production of letters, reports, booklets, club lists and other materials
- Liaising with other Reception/Office staff to ensure items in the photocopy and letters email inbox are processed according to Service Level Agreements.
- Assist in the administration of student lockers
- Regularly organise lost property items, return or sell on school website (Uniformd) where possible
- Assist in arrangements for student vaccinations
- Assist in the organisation of student transport
- Ordering of office supplies and printer toners

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 students, 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.

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.

	Essential	Desirable
Qualification/Knowledge	Maths and English GCSE (minimum Grade C) First aid qualification or willingness to undertake the relevant training	Evidence of further professional development
Experience	Excellent working knowledge of Microsoft Applications Working in an administration environment Experience of working as a team Customer service experience	Experience of using SIMS.Net or other school management information systems (MIS) Previous experience working in education
Personal Qualities	Meticulous eye for detail Ability to work with a high degree of accuracy Excellent communication skills, listening, verbal and written Ability to work independently or part of a team Ability to prioritise a busy workload to meet demanding deadlines under pressure Problem solving Friendly, cheerful and helpful manner Flexible work ethic Understands and maintains confidentiality at all times Positive and proactive approach with the confidence to support new initiatives Personable, approachable and courteous at all times Ability to be flexible and have an adaptable attitude to work and role when circumstances demand High levels of integrity Energy, enthusiasm and resilience	Good sense of humour