

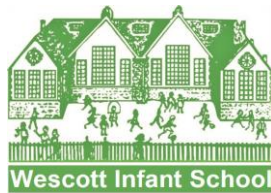
Applicant Information Pack:

Administrator

Closing Date: Thursday 16th July

Interview date: TBC

To arrange a visit or return completed forms, contact:
Kirsten Rack-Cooper: finance@wescott.wokingham.sch.uk tel. 0118 9786313



An exciting opportunity in a popular, successful school

The Circle Trust Grade 4 SCP 7-11 | Full-time Permanent, Term time | Starting 1st September 2026

We offer:

- A welcoming and inclusive school community where every member of staff is valued.
- Happy, enthusiastic pupils who love to learn.
- Supportive and approachable colleagues and leadership team.
- A collaborative and friendly staff team who share best practice and support one another.
- High-quality continuing professional development (CPD) opportunities aligned to career aspirations.
- A school that values positive relationships with parents, carers and the wider community.

We are looking for an Administrator who:

- has excellent interpersonal skills, is highly motivated and has the ability to work well under pressure.
- is friendly, enthusiastic and approachable with a welcoming and professional manner.
- can work flexibly as part of a dedicated staff team with high expectations.
- enjoys working with young children and families.
- has a pro-active approach and can prioritise and organise own work without close supervision
- has excellent verbal and written communication skills.
- is committed to achieving the best outcomes for all stakeholders within the school community.

To arrange a visit or apply

Kirsten Rack-Cooper -finance@wescott.wokingham.sch.uk email tel. 0118 9786313

Applications can be made via the [application form](#) on our school website

Closing date: Thursday 16th July | **Interview date:** tbc

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.



Our school

Wescott Infant School caters for children from 4-7 years old. Each year we are able to admit 56 children to the Foundation Stage and can also take in-year admissions.

At Wescott Infant School we believe 'Anything's possible.'



Our school values are:

Respect Kindness Resilience

Children are encouraged to be happy, inquisitive, confident, independent and resilient learners who continually aspire to develop and extend their learning. They take risks in their learning, are prepared for the future and understand their importance and their place in the world.

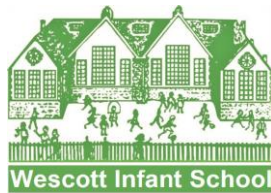


Learning experiences are inspiring, creative, exciting, fun, challenging, developed from the children's interests and are personalised to meet their individual needs. Outstanding and teaching ensures children make exceptional progress their learning journey.



learning along

The **learning environment** is inclusive, safe, caring, friendly and welcoming where children take pride in their achievements and have the belief to succeed. We foster an environment where every individual is respected and valued.



Job description

Salary

Grade 4 SCP 7-11 per annum

Reporting to

Headteacher

Contract

Full-time, Permanent

Start Date

1st September 2026

Job Purpose

- To take responsibility for the effective management and organisation of the school office
- To work as part of a team to make a positive contribution to children's learning and well-being within a happy and caring environment
- To contribute positively to and support the vision, aims and overall ethos of the school
- To promote high quality communication between all members of the school community
- To maintain confidentiality at all times including implementing data protection policies, security of passwords and confidential files
- To ensure that a high standard of care and good order for all children is maintained

Pastoral care

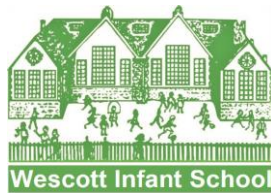
- To be aware of and act according to policies and procedures relating to child protection, pupil behaviour management, health, safety and security, confidentiality and data protection and report all concerns to an appropriate member of staff
- To develop and maintain constructive and positive working relationships with parents, carers and professionals

General administration and operational duties

- To deal with parental, staff, governor and pupil enquiries and act as a link between them and the Headteacher
- To meet and welcome all visitors to the school, provide hospitality, maintain secure procedures for admitting visitors to the school including use of intercom, signing in and checking out visitors, issuing of visitor badge, checking DBS's
- To be the face of the school and provide a high level customer care
- Be responsible for the school diary, answering the telephone, responding to emails, filing and other general administration duties as required
- To deliver messages around the school
- To maintain the reception area ensuring that the visitors' book and visitor information is up to date and available at all times
- In the event of an emergency evacuation to take responsibility for ensuring an identified section of the school is 'swept' to ensure it is clear of pupils, staff and visitors
- To ensure that the school office is tidy and well presented at all times and at the end of the school day to ensure surfaces are clear
- To support with the arrangements of school trips, events, photographs etc.

Administrative

- To provide administrative support to the Headteacher: answer the telephone, deal with telephone, Receive and respond to visits and telephone enquiries, Provide high level customer care. complaints and queries, respond to e-mails and faxes, draft and type correspondence, file paperwork and provide photocopying and professional reports
- To word process various documentation including: correspondence, reports, emails, minutes (using Microsoft Office).



- To prepare and draft correspondence (using Word, Excel, Publisher & Outlook Email)
- To manage and co-ordinate diary, make appointments, schedule meetings, assist with events.
- To establish and maintain office administrative procedures records and files.
- To deal with post.
- To maintain an up to date an accurate emergency contact list for all children on Arbor and in paper form
- To proof read and distribute the final version of the weekly newsletter to members of the community
- To upload required documents to the school website
- Process correspondence, projects and professional reports for members of staff as identified by the Headteacher
- To establish clear and efficient systems in order to develop and maintain an efficient office
- To ensure the shared area on the office computer system is kept organised including the removal of files no longer required

Admissions

- To provide admission information including relevant documents when requested by prospective parents
- To provide updated class lists for the Headteacher as needed
- To provide admission information legally required by the LA and the DfE
- To set up and maintain pupil files
- To enable class teachers to read the contents of the general file in the school office received on any child transferring to our school being mindful of items of confidentiality. (The Designated Person will share any information relating to child protection on a need to know basis)
- To liaise with The Circle Trust with regards to any in-year admissions and pupil changes

Pupil transfer

- To complete necessary electronic files when pupils transfer to another school within legal time scales

Assessment

- To work with the Headteacher to provide assessment data required by the LA and the DfE, electronically or otherwise
- To work with the Headteacher when necessary to enter termly/annual pupil progress data onto the network
- To provide the Headteacher with assessment reports

Personnel

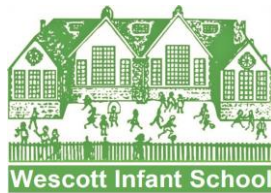
- To keep staffing lists up to date
- To welcome all temporary members of the team including guiding member to staff room and toilets

Pastoral

- To assist with pupil first aid/welfare duties, and liaison with parents /carers /staff

ICT

- Process and record information onto database (Arbor)
- Update and maintain the school's pupil database
- Prepare termly census returns
- Prepare data for annual Key Stage 1, Phonics Screening and Foundation Stage profile returns
- Complete and submit complex forms/returns including those to outside agencies e.g. LA/ DfE electronically or by hard copy, as required, by given deadlines.
- Review and evaluate data/information and produce reports/information/data as required e.g. Arbor, CAF pupil data, attendance, admissions, SEN reviews, exclusions



- Update the schools Website as required

Staff training and development

- To book staff on training and development courses as requested by the Headteacher
- To liaise with the School Business Manager to ensure that when members of staff are on training and development courses then cover is in place

Training and development

- When a training need is identified to attend relevant and appropriate training courses during working hours when offered

Attendance and punctuality

- To take responsibility for the pupil registers ensuring that the processes in place to monitor attendance and punctuality are maintained including providing information for the Headteacher and the Education Welfare Officer and the sending of letters to parents
- To provide annual individual attendance data for all pupils
- To provide attendance data required by the LA and the DfE electronically as authorised

School meals

- To maintain registers for pupil meals

School bags

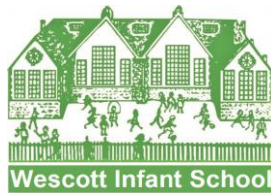
- To maintain effective systems of stock control ensuring that a minimum number of items is held in stock
- To ensure school uniform stock is maintained in good order and is easily accessible
- To be the point of contact for parents when enquiring about and ordering items of school uniform

Team working

- To remove out of date flyers and bulletins from the staff room/ reception area/ external notice boards; recycling when appropriate
- To help keep communal areas clear and tidy
- To maintain effective communication links and working relationships with:
 - Members of immediate team
 - Key contacts within other teams and services within the Council
 - Relevant external suppliers and contractors
 - Governors
 - Schools

The School Administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



Person specification

Qualifications and Experience

- Educated to GCSE/A-level standard/ NVQ level 3/4 or equivalent
- Knowledge of Arbor packages desirable but not essential
- Experience of working within a busy, diverse environment.
- Experience of providing a service to customers, in person and on the telephone.
- Experience of using computer systems and office equipment (e.g. photocopiers, faxes).
- Experience of financial record-keeping.

Skills and Knowledge

- Excellent communication skills
- Good written communication
- Polite and positive telephone manner
- Good organisational skills – able to prioritise workload
- Ability to identify stakeholders' needs quickly and deal with queries that may be routine or that involves dealing with complaints and difficult situations.
- Able to work independently but also as part of a team
- Able to use initiative
- Good problem solving skills
- Demonstrate creative thinking
- Quality focus
- Good ICT skills – ability to use Microsoft Office, Excel, Outlook emails and other ICT programmes

Personal Qualities


- Positive and caring attitude
- Good listener
- Flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Confidentiality and sensitivity
- Integrity
- Calm under pressure



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

[An introduction to The Circle Trust](#)

 We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes for every learner is paramount



Preserving the unique identity and ethos of all partner schools is essential



To be anything but utterly inclusive is non-negotiable



Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further



What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental



Our Trust promotes collaborating with others and being outward looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.





At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and you ng people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#). If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

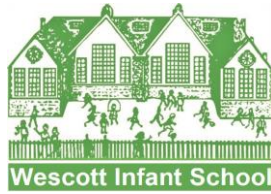
We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.





The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete The Circle Trust application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	<p>We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.</p> <p>Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.</p> <p>The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.</p> <p>Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.</p>
Application closing date	<p>The closing date for applications is Thursday 16th July. Applications can be made via the application form on our school website.</p> <p>Please send your application to Kirsten Rack-Cooper – email tel. 0118 9786313</p>
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history.



	Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	tbc
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

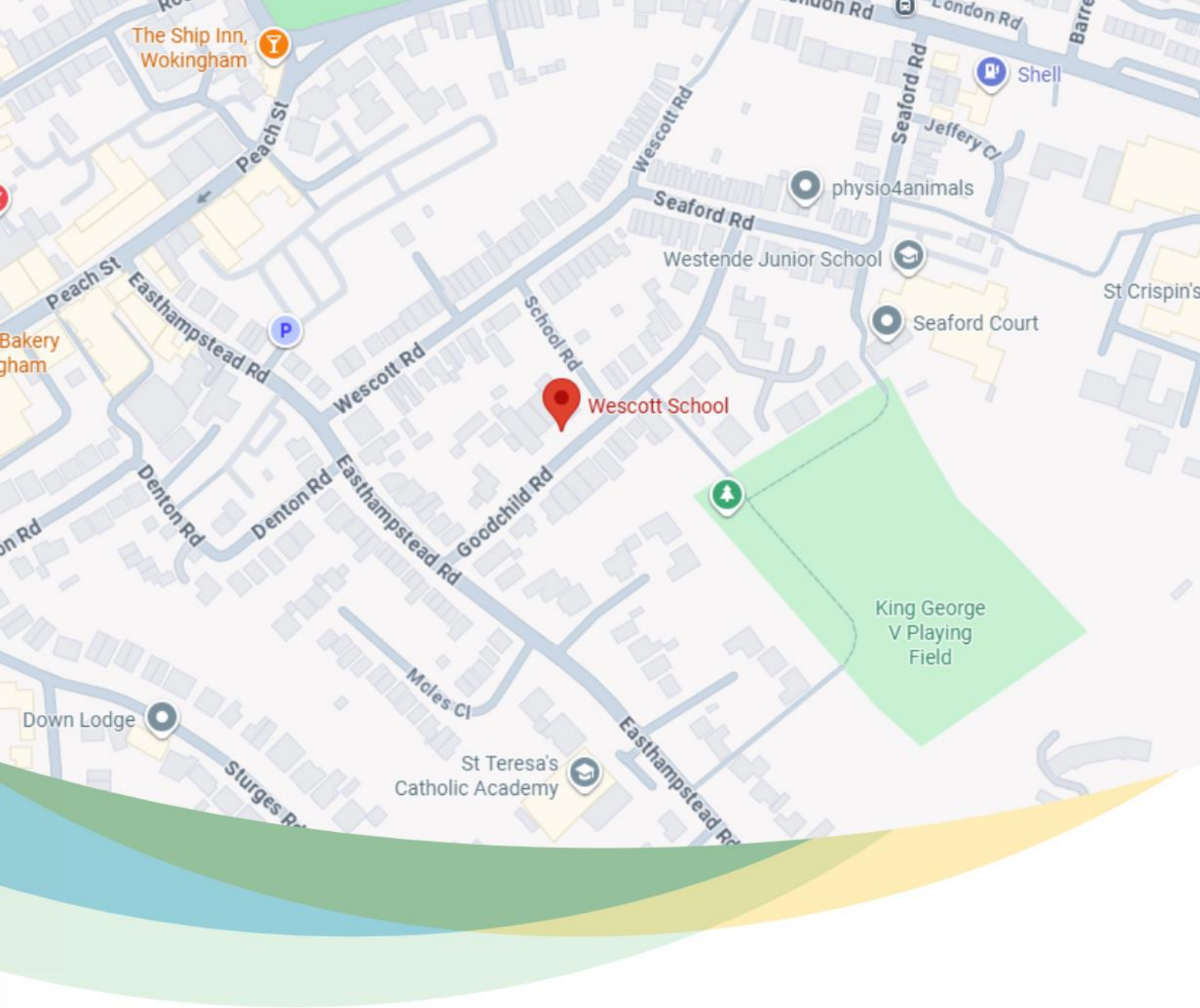
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



Wescott Infant School,

Goodchild Road, Wokingham, RG40 2EN

tel: 0118 978 6313

web: www.wescottinfant.co.uk



Wescott Infant School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.