



WILDMOOR HEATH SCHOOL



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK



Wildmoor Heath School,
Lower Broadmoor Road,
Crowthorne,
Berkshire, RG45 7HD

Telephone: 01344 772034

Email: secretary@wildmoorheath.org.uk



Dear Candidate,

Thank you for your interest in the role of **School Administrator** at Wildmoor Heath Primary School. We are delighted you are considering joining our team.

Wildmoor Heath Primary School is a successful, inclusive school at the heart of its local community. Our outstanding location, with the beautiful Wildmoor Heath Nature Reserve on our doorstep, provides regular opportunities for outdoor learning and environmental education. On site, our pupils also benefit from Wildwood Forest School and our Growing Garden raised-bed area, which help bring learning to life.

At Wildmoor, we are committed to providing an exceptional and inclusive education within a nurturing environment, where every child is encouraged and supported to achieve their very best. Our vision is to develop the whole child—helping pupils to grow into confident, resilient and articulate individuals, who are also caring and responsible members of their community.

We are proud of our dedicated staff team, our strong partnerships with families and the wide range of enriching opportunities we offer our pupils. Together, we create an ambitious, supportive culture where children and adults alike can thrive. We have excellent links with local secondary schools, including Wellington College and Edgbarrow School, as well as with other schools within our trust.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Wildmoor Heath School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by phoning 01344 772034 or emailing secretary@wildmoorheath.org.uk.

If you are an enthusiastic teacher who shares our values and is passionate about making a real difference, we would love to hear from you. We look forward to receiving applications from candidates whose personal qualities, values and experiences align with our own.

Yours sincerely

Clare Vincent,

Headteacher

ABOUT OUR SCHOOL

Wildmoor Heath Primary School is a thriving, welcoming school at the heart of its community. We are proud of the strong partnerships we build with families, recognising that a close relationship between home and school is key to nurturing confident, responsible young citizens who make a positive contribution to the world around them. Pupil leadership is an important part of our ethos. Children are given many opportunities to take on roles of responsibility, helping them to develop independence, confidence and a sense of service. These include:

- Head Boy/Girl and Deputies (Year 6)
- House Captains (Year 6)
- Reading Ambassadors/Librarians (Year 6)
- Computing Ambassadors (Year 6)
- School Council (Years 1–6)
- Eco, Kindness, Music and Diversity Ambassadors (Years 1–6)

Our curriculum is built on the National Curriculum, with carefully mapped progression across all subjects to ensure a coherent and systematic development of knowledge and skills throughout each child's seven-year journey with us. Beyond this, our Curriculum Enrichment Areas offer pupils memorable and meaningful experiences that extend their learning and personal growth. These are:

- Environment
- Opportunities
- Community
- Communication
- Wellbeing

Our core values, chosen collectively by staff, pupils and parents, are woven through every aspect of school life and guide the way we learn, work and grow together:

- Respect
- Independence
- Resilience
- Honesty

We are proud of our highly experienced and dedicated staff team, who work collaboratively to inspire, challenge and support our pupils. Through their expertise, commitment and care, every child has the opportunity to achieve their best and take pride in their learning and achievements.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, points 18-22 £32,266- £34,428 per annum (£24,545- £26,189 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

32.5 hours per week, 9.30am – 4.30pm with half an hour unpaid lunchbreak, term time plus INSET days.

PLACE OF WORK

Wildmoor Heath School, Lower Broadmoor Road, Crowthorne, Berkshire, RG45 7HD.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	School Administrator
Responsible to:	Headteacher
Responsible for:	n/a

MAIN DUTIES AND RESPONSIBILITIES

- Oversee the organisation of the school office, including establishing, maintaining and developing effective and efficient administrative systems.
- Oversee the maintenance of relevant pupil records including admissions, transfers, absences and exclusions. This will also involve compilation of appropriate GLT/DfE returns.
- Maintain efficient filing systems for all aspects of the school administration. This will involve access to and responsibility for confidential and personal information relating to both pupils and staff.
- Organise and participate in the telephone and reception service in accordance with school security procedures regarding access and entry to the premises, dealing with personal and telephone callers in a courteous and efficient manner. Intercepting difficult callers and making subsequent decisions on access and entry or referral to a member of SLT.
- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues, as appropriate.
- The postholder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.
- Run admissions administration, liaising with the Trust Admissions Team and Bracknell Forest School Admissions.

HUMAN RESOURCES (HR)

- Be responsible for producing letters of appointments and contracts to all employees including carrying out relevant vetting checks, to include but not limited too:
 - o DBS
 - o medical clearance
 - o right to work
 - o qualifications
 - o references
- Ensure that all aspects relating to work status and registration, immigration and sponsorship are followed including liaison with all relevant parties as necessary (e.g. Home Office).
- Be responsible for organising letters, updating contracts and implementing payroll accordingly.
- Ensure that annual salary statements are completed and issued to all staff.
- Ensure that all staff personnel details are included in individual secure personnel files and the school's HR Portal and payroll system.
- Be responsible for ensuring the Single Central Register (SCR) for all employees, visitors and Governors is kept fully up to date.
- Compile and be responsible for data for the Department of Education, i.e School Census and Staff Workforce Census.
- Organise and reply to work experience and volunteering requests.
- Monitoring sickness procedures in line with GLT policies and procedures.
- Logging all absences on the HR Portal and notifying payroll.

- Responsible for implementing the school's recruitment processes.
- Organise all administrative tasks relating to recruitment, such as:
 - o advertisements
 - o coordinating applications
 - o short-listing procedures
 - o interview arrangements
 - o safer recruitment matters
 - o vetting and barring checks
 - o reference requests
 - o be the first point of contact for all prospective candidates

PAYROLL

To support the Schools Finance Analyst with the management of payroll for the School's directly employed staff, to include:

- ensuring that all staff (permanent, temporary and casual) are paid in accordance with their agreed pay and conditions.
- preparing monthly returns, including
 - o contract changes
 - o additional hours (overtime & additional payments)
 - o new starters and leavers
 - o sickness deductions
 - o maternity and paternity pay
 - o deductions for salary sacrifice schemes
 - o changes in personal details
 - o checking the salary report for accuracy and correcting where necessary liaising with staff on salary changes and organising incremental progression
 - o supporting with end of year returns

HEALTH & SAFETY

- Act as the primary point of contact for all health and safety matters within the school.
- Develop, implement and regularly review the school's Health & Safety Policy in line with current legislation and best practice.
- Conduct regular risk assessments for school activities, premises, and educational visits.
- Maintain records of incidents, accidents, and near-misses; report to the appropriate authorities as required.
- Coordinate and monitor statutory checks (e.g., fire alarms, electrical equipment, legionella testing).
- Ensure all staff are aware of health and safety policies and procedures, providing guidance and training as needed.
- Ensure compliance with relevant legislation (Health and Safety at Work Act 1974, DfE guidance, etc.) and local authority requirements.
- Support the Headteacher and governing board in preparing for health and safety inspections and audits.
- Maintain up-to-date knowledge of relevant health and safety legislation, guidance, and best practice.
- Provide advice on safe working practices, including manual handling, first aid, fire safety, and safeguarding considerations.
- Plan and deliver health and safety training for staff, governors, and volunteers.
- Promote awareness of health, safety, and wellbeing among pupils and staff through regular communications and initiatives.

- Maintain records of staff training, qualifications, and certifications related to health and safety.
- Lead on the development and maintenance of emergency and evacuation plans.
- Coordinate regular fire drills and other emergency exercises.
- Act as a key point of contact in the event of an emergency, ensuring that appropriate procedures are followed.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSEs or equivalent, which must include at least a C/4 grade in Maths and English	x	
An accredited business administrative qualification, such as NVQ Level 2 Administration or equivalent		x
A First Aid certificate or willingness to train as a first aider		x
Skills and experience		
Previous HR or Payroll experience demonstrating strong organisational skills	x	
Previous administrative / PA experience demonstrating strong organisational skills	x	
Experience in using a HR/Payroll system i.e. Strictly Education or PSP		x
Experience of working in a school setting		x
Evidence of personal commitment to CPD		x
Familiarity with Bromcom (School Information Management System)		x
Personal attributes		
Ability to make decisions, identify and solve problems on thorough analysis and sound judgement		
Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively		
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands		
Fully competent IT skills including knowledge of Gmail and other Google applications		
Competent in using different IT systems for reporting and manipulating data		
Strong organisational skills and the ability to work well under pressure		
Ability to work well as part of a team		
Diplomatic and confident		
Self-motivated and ability to use initiative		
Ability to deal sensitively with people and resolve conflicts		
Ability to listen and respond appropriately		
Commitment to working within the School's Safeguarding Policy and Procedures		
High levels of professional integrity		
A flexible approach to working hours		

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Monday 24th November 2025.

Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on Thursday 27th November 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on Monday 5th January 2025.



GREENSHAW
LEARNING TRUST



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