

MAESTEG SCHOOL

Ffordd Dysgu
MAESTEG
Bridgend
CF34 0LQ



Ffordd Dysgu
MAESTEG
Pen-y-Bont ar Ogwr
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Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.

June 2024

Dear Applicant

Administrative Assistant - Permanent

Required - September 2nd 2024

Thank you for the interest you have shown in the above post at Maesteg School.

Maesteg School is a thriving 11-18 community comprehensive school, situated within easy access to the M4 motorway, in a new 'state of the art' building.

The Governors are seeking to appoint an Administrative Assistant to provide routine clerical, administrative support to the school.

The successful candidate will be joining an experienced and well-supported team of support staff.

I look forward to receiving your application by **Monday 8th July 2024 - 9am**. Should you require any further information please do not hesitate to contact the school on the above email address.

Yours sincerely

Helen Jones
Headteacher

(The school will contact Applicants short-listed for the above post as soon as possible after the closing date. Should you not be contacted, you have been unsuccessful in your application on this occasion. However, your interest in the post and Maesteg School is much appreciated. Thank you.) Please note: Due to the current economic climate, the school is unable to offer any re-imbusement for travelling expenses).

Motivated to Strive / Ysgogi i Ymdrech





MAESTEG SCHOOL

Administrative Assistant - Permanent

Required – September 2024

Grade 4 - (£19,028)

35hpw – Term Time Only

This is an excellent opportunity to join a successful school in a state of the art environment.

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The Governors are seeking to appoint an Administrative Assistant to provide routine clerical, administrative support to the school.

The successful candidate will be joining an experienced and well-supported team of support staff.

Information via:

Email: admin@maestegschool.bridgend.cymru

Application pack (including application form) are in Word format and will be forwarded to applicant via email. Please return to the above email address.

Closing date for applications: Monday 8th July 2024 - 9 am

Applicants are requested to note that the successful candidate will be required to agree to an enhanced criminal record clearance being undertaken



Dear Candidate

I am delighted to welcome you to Maesteg School. We are a vibrant, popular school in the Llynfi Valley committed to providing an outstanding education for all our students. The school is in a pleasant rural setting conveniently situated just off the M4 between Swansea and Cardiff in the borough of Bridgend. The school is a community-focused school and enjoys close relationships with our 6 partner primary schools and benefits from a supportive close-knit community. We are a co-educational 11-18 schools with almost 1200 pupils, 200 of those in the 6th form. Fundamental to the way we work here is in removing barriers to learning. To that end we look to recruit staff who have a strong moral purpose and passion for education who understand that excellent pupil/teacher relationships are at the heart of everything we do to ensure success for our young people.

We want the very best for the children in our care to provide a learning environment where every child has the opportunity to succeed and thrive as an individual. Our simple motto is 'Motivated to Strive'. This means that we place significant emphasis on creating a disciplined learning environment where everyone is expected to work hard and make a contribution to Maesteg School Life. We expect our students to work hard at school and at home. We want them to acquire a love of learning, deep knowledge and skills that will equip them to survive and succeed in 'life after school.' We expect our students to explore ideas, to question concepts and debate opinions. We want to develop students who are confident communicators who can speak in front of others and write competently for a range of audiences and purposes. Our students will aspire to be resilient problem solvers who will accept that failure is an essential part of the learning process. They will be numerate and digitally competent and they will celebrate cultural diversity alongside their Welsh identity.

We are currently in the privileged position of being described as a school with very good prospects for continued improvement. In recognition of the work we have done to improve standards by developing an innovative curriculum and an excellent staff development programme, we have become a Lead Partner School with Swansea University and as a result of our work as a 'Pioneer School', we have adopted the new Curriculum for Wales for September 2022 with our current Year 7 cohort.

Our curriculum ensures that every student is offered a wide range of subjects and opportunities to succeed. Although we value academic achievements, equally important to us are the wider aspects of school life such as sport, music, drama, and creative arts. All our students are encouraged to participate in our extensive after school programme which encourages them to explore and make the most of their talents. To this end, we particularly welcome applications from staff who can contribute to and continue to develop our extra-curricular programme.

Maesteg School is a highly inclusive school where we pride ourselves on knowing each and every child as an individual. Our House structure and superb pastoral systems, ensure that every child is valued and that Wellbeing is at the heart of everything we do. Our school is a warm, caring community with excellent relationships between students and staff. We aim to develop ambitious, optimistic young people who leave our establishment proud of their achievements, proud of their community and proud of themselves.

Our 6th form is highly successful with students pursuing Higher education courses, apprenticeships and careers which include medicine, law, journalism, computing and engineering. Those students who aspire to Oxbridge are supported through the rigorous selection process via a bespoke support programme to ensure that they are thoroughly prepared for the challenges ahead.

Our teachers are ambitious for success in terms of pupil outcomes and their own professional development. Continued Professional Development is carefully planned for and developed as career progression is both expected and encouraged at Maesteg School. We have a thorough induction programme and developed a bespoke training package for our NQTs.

I feel honoured and privileged to lead Maesteg School and I am proud of the many and varied achievements of our staff and students. I am confident that should you choose to apply for a position in our school, you too will want to become a part of our happy, ambitious and successful school.

Thank you for taking an interest in our school.

I look forward to hearing from you. Good luck!

Helen Jones
Headteacher

Job Description

Directorate:	Children's
Department:	Maesteg Comprehensive School
Post:	Administrative Assistant
Grade of Post:	Grade 4
Responsible to:	Administration Manager
Salary:	£19,028

Job Purpose:

Under the direction and instruction of senior staff, provide routine clerical, administrative support to the school.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES

- Provide reception duties, dealing with visitors, parents and children
 - Housekeeping of reception area
 - Maintains records of school visitors
 - Answer the telephone, taking messages, giving advice and responding to queries
 - Receives, sorts and distributes post
 - Send correspondence to parents, carers via post, In Touch and Parent App
 - Types correspondence, reports, forms and other documents using standard templates
 - Input data using databases and spreadsheets including SIMS
 - Collates information for reports and newsletters
 - Arranges room bookings
 - Assists with school events as required
 - Maintain pupil records
 - Provides general clerical support to the school
 - Any other duties deemed commensurate with the role
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Person Specification Administrative Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • NVQ2 or equivalent in administrative field or ability to demonstrate competence through experience • Good Numeracy / Literacy / IT skills to Level 2 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Previous administrative experience • Demonstrates basic experience and understanding of ICT packages • Experience of working with members of the public • Knowledge & experience of SIMS • Comply and assist with school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc., reporting all concerns to the appropriate person. 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p>Interview, application form and references</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Good numeracy/literacy skills • Work constructively as part of a team • Ability to relate well to children and adults. • Ability to work flexibly and proactively 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p>Interview, application form, and references</p>