



Blatchington Mill School

Involvement, Achievement & Care

www.blatchingtonmill.org.uk

September 2020

Dear Candidate,

Thank you for your interest in the position of Administrative Assistant at Blatchington Mill School.

Blatchington Mill is a successful and popular large secondary school. We are proud that we regularly have more families from Hove choosing our school than we have places for.

This is a grade B role and the level of responsibility and ability is outlined in the generic job description but I always feel that it is helpful to know a little more about a specific role.

The successful candidate will join an existing team in the Admin Hub. The Admin Hub is a really important team in this busy and dynamic school, the range of duties is broad and there are plenty of opportunities to develop new skills and experience.

The vision for the Admin Hub is for it to be highly efficient in supporting the needs of the teaching and learning. The Senior Admin Officer manages the team so that each member has specific remits of responsibility whilst also supporting colleagues in other areas.

There will be a requirement for the successful candidate to spend some time being responsible for the reception desk, presenting the outward facing welcome to our school whilst maintaining our robust systems in relation to safeguarding.

Some of the areas covered by the Admin Hub are:

- Reception
- Reprographics
- Parent/Carer Evenings
- Open Evening
- Hospitality
- Maintaining stocks of stationery
- School Home Communications
- New Year Intake of Students
- Administrating the achievement prize scheme

The Senior Leadership Team at Blatch have high expectations of staff and students alike, this leads to a demanding but very satisfying work environment.

We look forward to receiving your completed application form.

Regards

Sarah Hextall - Executive Business Manager

