



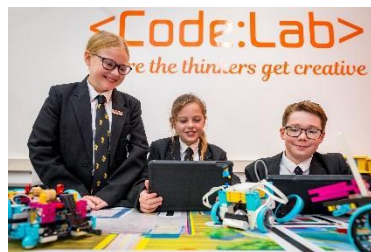
Durrington High School are seeking to appoint a

School Office Administrator/Receptionist From September 2025

Part Time – 3 days a week



Welcome to Durrington High School



Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1620 students on roll in years 7 to 11. Within the Durrington Multi Academy Trust, we place high regard on recruiting and retaining excellent staff to ensure all students achieve beyond their best. Durrington High School has a sustained track record of improvement for many years and we always want to continue getting better. We are proud of our school and are always relentless in our efforts to give our students the very best education they deserve.

We are proud to be a Research School which enhances further the opportunities for all who work with us. Being a Research School means that we are fully committed to evidence informed practice. There is excellent on-going support, rich professional development opportunities and many career progression opportunities for all our staff. We are really

proud that the South Downs SCITT (School Centred Initial Teacher Training) is part of our Durrington Multi Academy Trust. This provides an excellent route into teaching.

Everything we do is driven by our core vision:

"Going beyond our best through kindness, aspiration, perseverance and pride"

If you want to join a brilliant team of front office staff, love working with parents/carers and children, we want to hear from you now!



Chris Woodcock
Co-Headteacher



Shaun Allison
Co-Headteacher

The Role

School Office Administrator – part time: Mon, Thu, Fri 8am–4pm
term time only from September 2025

A rare opportunity has arisen to join our outstanding main office team who are dedicated to delivering the best possible customer service to all students, staff and visitors. The school office administrator will work as part of the reception team and is often the first point of contact for a variety of stakeholders and the face of the school for those who arrive and visit us. If you thrive in busy work environments, are confident in dealing with a diverse community, able to multitask and always provide highly professional service, we would like to hear from you today. To be successful in this role you will be required to:

Main duties:

- Be the first point of contact for visitors to our school, maintaining a warm, professional and welcoming manner.
- Operate a switchboard and communicate messages quickly and efficiently, demonstrating initiative.
- Work effectively within our main office team, carrying out a variety of administrative functions; making and receiving telephone calls and providing a high quality service for the school.
- Assist with the coordination of duty calls and be confident in operating a radio system for communication with staff around the premises.
- Be able to implement and uphold school rules, policies and ethos; being an excellent role model for students.
- Maintain accurate records, collate and share data with relevant parties.
- Be responsible for safeguarding and prioritising the welfare of children.
- Provide occasional cover for colleagues in the medical room (training will be given).

Safeguarding Responsibilities:

- Demonstrate a commitment to keeping all children and young people safe
- Promote and safeguard the welfare of children and young people at Durrington High School
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies in relation to safeguarding

General requirements of the role:

- Be positive maintaining a 'can do' and team-oriented attitude, whilst remaining calm and always providing a professional welcome to all school visitors.
- Ensure excellent customer service to all stakeholders contacting the school (both in person and via phone).
- Maintain consistently high professional standards of work using your initiative to solve problems.
- Maintain confidentiality at all times being calm and confident in interacting with a diverse range of stakeholders.

- Ensure that your personal training remains in date and up to date (GDPR, child protection + any other specialist courses relevant to your role).
- To be aware of, and adhere to, all school policies and procedures; particularly those relating to the GDPR.

Role particulars:

Responsible to: Line Manager and Co-Headteachers

Hours: 8:00am - 4:00pm Mondays, Thursdays and Fridays
22.5 hours per week, term time only (inclusive of INSET training days and annual Open Evening)

Salary Grade: NJC grade 4 scale point 5 - 6

Actual annual salary £13,045.67 - £13,252.49
Monthly salary £1,087.14 - £1,104.37

Person Specification

Attributes	Essential	Desirable
Skills and qualities	<p>Ability to work under pressure and manage your own time/ incoming information effectively.</p> <p>Demonstrate robustness and emotional resilience in challenging situations.</p> <p>Be highly organised, with excellent accuracy and strong attention to detail; able to maintain a high level of confidentiality at all times.</p> <p>A proven willingness and capacity for hard work.</p> <p>Be an excellent written and verbal communicator.</p> <p>Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity.</p> <p>Be highly motivated, clear thinking and principled.</p> <p>Be committed to equality of opportunity.</p>	
Qualifications	A good standard of education and IT skills. Or relevant experience.	
Experience	Confidence in working with a range of stakeholders, including young people 11-18;	Experience of working in a secondary school. Successful experience of working in a front facing customer role within a large office and organisation.
Training	<p>Willing to be responsible for your own professional development and to disseminate best practice to colleagues.</p> <p>Be willing to undertake first aid training.</p>	Specialist training in an area/areas of customer service.
Specialist knowledge	Be confident in using MS Word and Excel spreadsheets, Google suite and email.	Have a working knowledge of Arbor - our school MIS Successful experience of using a switchboard/ radio systems and managing

		calls effectively.
Leadership skills	<p>Be able to prioritise and ensure no important task is left undone.</p> <p>Be proactive, but know when to refer issues on or seek further guidance or support.</p>	

Safeguarding



Durrington High School is committed to safeguarding and promoting the welfare of all children and young people. We support all staff and volunteers through regular training and expect everyone working at the school to be proactive and adhere to our Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply



Applicants must complete the application form and supporting statement (max. 2 pages A4) which will be returned automatically to Chris Griffin, Executive Assistant. If you have any questions about the role, please email Chris Griffin in the first instance – admin@durring.com

The closing date for applications is 9am on 7 July 2025.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.

