

**The
Whitstable
School**

School Administrator
The Whitstable School
Information



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Welcome

Welcome to The Whitstable School, a thriving and supportive community committed to excellence and inclusion. If you're considering joining our team, you'll find a school that prioritises both academic achievement and personal growth for students and staff alike. We are one of the highest-performing non-selective schools in the district, with a strong track record in GCSE results and an unwavering dedication to meeting each students' unique needs.

At Whitstable, we have a rich curriculum that balances academic rigor with creative and practical opportunities. Our arts programs in drama, music, and dance are well-developed, while our STEM curriculum goes beyond the basics with enhanced lessons and enrichment activities in Science, Technology, Engineering, and Mathematics. We believe that when students have a clear sense of belonging, they're empowered to become innovative and independent thinkers. Our above national attendance rates are a testament to the engaging and inclusive environment we create at The Whitstable School.

New staff will find a supportive and collaborative atmosphere, fostered by our open door policy. At The Whitstable School, professional development isn't just encouraged, it's woven into our school culture. Teachers work closely together to share insights, develop their pedagogical skills, and support each other's growth. We also value leadership development, offering opportunities across all phases of secondary education for staff to expand their skills, take on new challenges, and contribute to the school's vision.

Our commitment to broadening students' horizons extends to our partnerships with external organisations. From affiliations with the Cave Hotel Golf Academy and Football Futures, to collaborations with the Iris STEM Community and local construction companies, our partnerships create valuable pathways for our sixth form students, who pursue both A-levels and vocational qualifications. These connections not only open doors for students but also provide our staff with exciting opportunities to collaborate with industry professionals and bring real world insights into their teaching.

The Whitstable School is a place where educators can thrive as part of a dedicated, innovative team. We combine the academic rigor of a grammar school with a tailored approach that supports students of all abilities, from high achievers to those pursuing vocational pathways. If you're passionate about making a difference, working collaboratively, and inspiring young people, we would love to welcome you to our team at Whitstable. Here, you'll be part of a school that values excellence, creativity and community, and is a place where you'll truly make an impact.

Here are the benefits of working at Whitstable School:

- Headteacher days offered throughout the year for running extra enrichment, clubs and activities.
- A friendly, supportive community where staff work closely together.
- Cross departmental CPD, allowing staff to collaborate in teams for pedagogical development.
- An inclusive environment with regular staff gatherings, including breakfast briefings.
- A strong sense of teamwork and collaboration among staff.
- Access to lesson planning and resource support.
- A centralised behaviour system, enabling teachers to focus on teaching.
- Clear behaviour expectations where students take responsibility through specialised behaviour cards.
- Opportunities for leadership and skill development by working with others across the school.

Thank you for considering Whitstable School.



Alex Holmes
Headteacher

Job Description

Job Title: Administration Assistant - Sixth Form
Grade: SAT B
Responsible to: School Officer Manager

Purpose of the Job:

To be responsible directly to the school Office Manager for the efficient operation of administration functions of the school, especially in the Sixth Form.

The post holder has day to day contact with the Headteacher, staff , pupils, parents and Governors, as well as staff from Swale Academies Trust, other agencies, other schools, the local community and representatives of a wide variety of goods and services.

Key Responsibilities

The successful candidate will:

- Support the Sixth Form Bursary Scheme, including managing applications, assessing confidential submissions, and ensuring payments are processed accurately and promptly.
- Assist with Sixth Form recruitment and communication, including handling prospective student enquiries, processing new applications, coordinating interviews, and maintaining effective communication with students, parents, and external partners.
- Provide comprehensive administrative support to the Head of Sixth Form, assisting with events, external visits, partnership management, and stakeholder communication.
- Support whole-school attendance administration, including:
 - Monitoring and maintaining accurate Sixth Form attendance records.
 - Supporting the tracking and analysis of attendance across Key Stages 3, 4, and 5.
 - Assisting the Attendance Team with penalty notice processing and follow-up actions.
 - Helping to ensure attendance data and procedures are accurate, timely, and compliant.
- Undertake general administrative duties as part of the wider school administration team, providing flexible and responsive support to meet the operational needs of the school.

Team and Line Management

You will be line-managed by the School Administration Manager and work closely with a dynamic and supportive administrative team, collaborating across departments to ensure efficient communication, organisation, and high-quality support for staff and students.

Job Description

About You

We are looking for someone who:

- Has excellent organisational and administrative skills, with great attention to detail.
- Is able to manage confidential information with professionalism and discretion.
- Communicates confidently and effectively with students, parents, staff, and external agencies.
- Works well both independently and as part of a collaborative team.
- Has good ICT skills, including experience with Microsoft Office and database systems.
- Ideally has experience in a school environment or in student support administration.

Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
A good standard of education with English and mathematics GCSE or equivalent level.	E
NVQ 2 Business Administration or equivalent.	D
Experience	
Experience of working in a very fast paced office where the ability to prioritise workload is key.	E
Experience of working and supporting within a team.	E
Skills and Abilities	
Good literacy and numeracy skills.	E
Ability to communicate effectively, in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone.	E
Cope with interruptions.	E
Remain calm under pressure and handle a range of situations.	E
Be adaptable and flexible with a “can do” attitude.	E
Good interpersonal skills.	E
Work efficiently and accurately, with excellent attention to detail.	E
Willingness to learn.	E
Ability to develop and maintain effective computerised and manual filing systems.	E
Ability to work on own initiative and prioritise personal workload to meet deadlines.	E
Knowledge	
Good working knowledge of Microsoft packages, Word, Excel, Powerpoint, Google Suite including Gmail, Drive, and use of email.	E
Awareness of Data Protection and confidentiality issues.	E
An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Experience of using school systems such as SIMS, Brom Com, would be a distinct advantage.	D
Personal Qualities	
Smart, professional appearance.	E
The ability to maintain confidentiality and discretion in all situations.	E
Organised, methodical and adaptable.	E
Conscientious, polite and calm.	E
Obvious enthusiasm and energy.	E



Working at The Whitstable School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

Well-Being

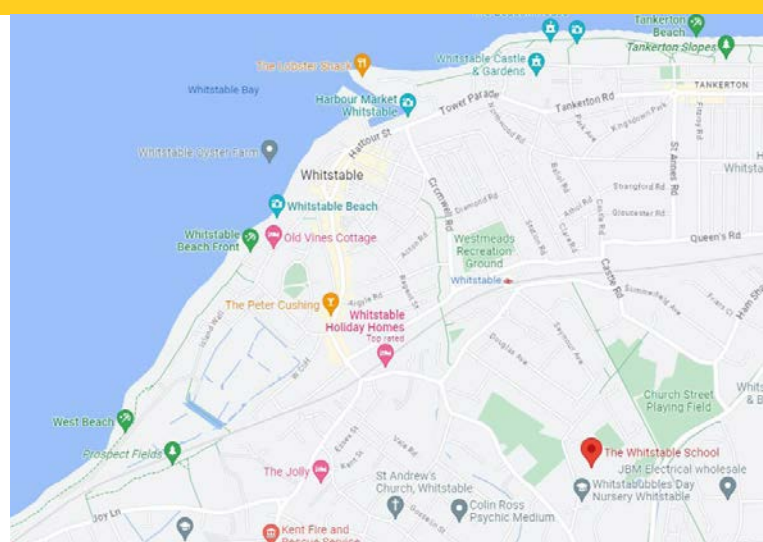
- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

Finding Us

The Whitstable School
Bellevue Rd, Whitstable CT5 1PX

01795 905989
recruitment@swale.at

Closest Train Station: Whitstable Station
Approx. 15 minute walk





Headteacher's Vision

The Whitstable School, under the stewardship of its Headteacher Mr Alex Holmes, is charting an ambitious course towards excellence while ensuring inclusivity every step of the way. As a new era unfolds, the school stands ready to redefine its role in the community – not merely as an educational institution but as a hub of innovation, opportunity and personal growth.

Situated in the heart of Whitstable, Kent, the secondary school's fresh vision aims to cater to the needs of its current students, as well as inspire future generations of prospective students.

At the heart of Mr Holmes' vision is a commitment to provide a holistic educational experience – one that recognises the diverse talents and aspirations of every student. Central to this ethos is the belief that academic achievement should be complemented by a robust creative and vocational pathway. Thus, the school is expanding its GCSE offerings to include construction and bolstering its investment in science, technology, engineering and mathematics enrichment.

The Whitstable School is also broadening its A-level curriculum, introducing a suite of exciting new qualifications to accommodate the evolving needs of its student body, while a partnership agreement with Football Futures underscores the school's dedication to nurturing regional football talent.

Acknowledging the impact of extracurricular activities, Mr Holmes has introduced new roles such as Enrichment Coordinator, aimed at diversifying the range of trips and rewards available to students. This commitment to broadening horizons and celebrating success extends to the very fabric of the school's culture, with an emphasis on fostering a supportive environment where every student can thrive.

Through a redesigned curriculum model, The Whitstable School is prioritising the development of leadership skills, ensuring that students across all year groups have the opportunity to lead, inspire and make a tangible impact within their community.

Headteacher Mr Alex Holmes said: "It has been a real pleasure to become the new Headteacher of The Whitstable School and to be welcomed so warmly by the pupils, parents and local community. The school is now fully embarking on its next phase of school improvement to ensure it enhances its position as the district's best performing non-selective school.

"I am very much looking forward to welcoming the community into the school and working closely with local primary schools, businesses and charities to share resources and celebrate the work and successes of our brilliant young people."



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to anna.rimmington@swale.at or by post to the following address:

Anna Rimmington
The Whitstable School
Bellevue Road
Whitstable
Kent
CT5 1PX

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

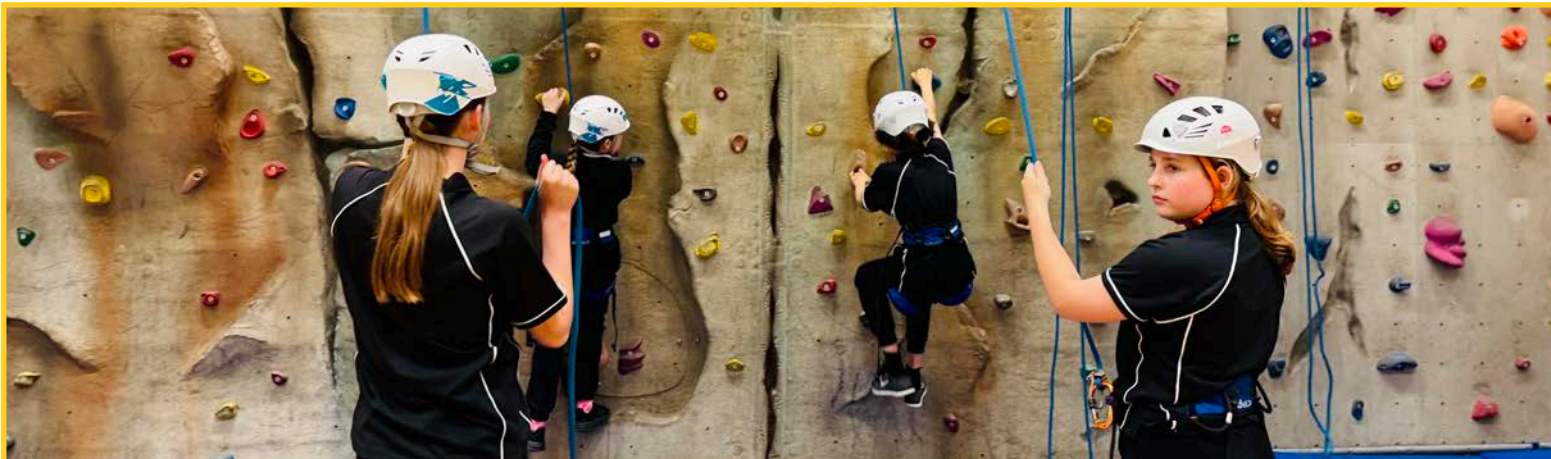
All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

