



THE  
**WALDESLADE  
& GREENACRE**  
SCHOOLS PARTNERSHIP

# **Administration Assistant**

**Candidate Application Pack**

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Message from Louise Campbell, Headteacher

I am delighted to welcome you to our wonderful partnership of schools representing a monumental development in the educational landscape of our vibrant community, the union of Walderslade Girls' School and Greenacre Academy. With great pride and excitement, I present to you our combined organisation: The Walderslade & Greenacre Schools Partnership (WGSP), poised to set new standards of excellence in education while cherishing the values and traditions that define both our schools. Our culture and ethos, Aspirational, Respectful and Resilient, is reflected throughout the organisation.

Are you passionate about making a meaningful difference in the lives of young people? At WGSP, we are dedicated to driving up standards and transforming educational outcomes for over 1,800 students aged 11-18. The vision shared by myself and our staff at WGSP, is to ensure that every student completes their seven-year journey with us, having received the best quality education, fully prepared for success in their next steps, whether that be further education, an apprenticeship, or employment.

My journey in education began in 2004, when I first stepped into the classroom as a teacher, driven by a passion for shaping young minds and fostering a love for learning. Over the years, I have had the privilege of working in a variety of educational establishments across Medway and Essex, each experience enriching my understanding of the diverse needs of students and the complexities of school leadership.

Commencing as a teacher, I soon took on the extra role of Head of Year, where I gained valuable insights into pastoral care and student development. This experience paved the way for my appointment as Head of Department, where I focused on curriculum development and driving academic standards. My journey continued as I progressed to Assistant Headteacher, where I had the opportunity to influence whole-school strategies, and later to Deputy Headteacher, where I played a key role in school leadership and management.

In 2022, I was honoured to be appointed as the Headteacher of Walderslade, where I embarked on a mission to elevate the school's performance and reputation. Today, as the Headteacher driving change at The Walderslade & Greenacre Schools Partnership, I remain committed to the core values that have guided my career: hard work, determination, a passion for excellence, and a rigorous drive to excel in everything we do.

I am looking for employees who share this passion for change and who are eager to drive our partnership's values of aspiration, respect, and resilience. Together, we can create an environment where every student receives the highest quality education and is fully prepared for success in their future endeavours. I hope you find this candidate pack informative. If you would like to arrange a visit to see the school in action or have any further enquiries, please don't hesitate to contact us here at the partnership, using the contact details in this pack.

I look forward to receiving your application.

Louise Campbell  
Headteacher



## About The Walderslade & Greenacre Schools Partnership

We believe in the power of education to shape futures, and our mission is to cultivate an environment where academic excellence and personal growth go hand in hand. Join us in our commitment to enhancing the reputation and success of every young person in our care. Here, you will be part of a dynamic team that values innovation, collaboration, and the relentless pursuit of excellence. Together, we are making a lasting impact—one student at a time. If you share our passion for empowering the next generation, we invite you to be a part of our journey.



Our partnership is founded on the shared values of aspiration, respect, and resilience. We believe in nurturing not only the minds but also the hearts of our students, fostering a community where every individual is valued and supported in their pursuit of excellence. Together, we embrace the rich tapestry of our diverse community, recognising that we truly thrive through collaboration and understanding.

In our new partnership, academic excellence is just the beginning. We are committed to providing a holistic educational experience that inspires curiosity, ignites creativity, and instils a lifelong love of learning. Through a diverse range of academic programs, extracurricular activities, and community initiatives, we empower our students to become compassionate leaders who make meaningful contributions to society.

As part of the Beyond Schools Trust, we truly believe that for students, staff and our communities should work in collaboration for the pursuit of excellence at every stage of life, even beyond the classroom, and education. We are looking for highly skilled staff to share this vision with us, and make a lifelong change for our future generations. Together, let us create a community where every voice is heard, every talent is celebrated, and every dream is within reach. Together, let us discover excellence.

# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

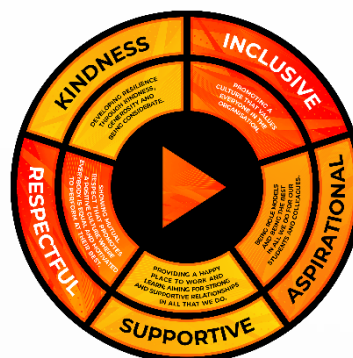
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.  
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



01634 888115



[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)



[hello@beyondschoools.co.uk](mailto:hello@beyondschoools.co.uk)



# Job Description – Administration Assistant

**Reporting to:** Operations Manager  
**Salary:** Trust Salary points 4-11 (D2)  
**Location:** The Walderslade & Greenacre Schools Partnership

## Job Purpose

To support the Headteacher and Headteacher's PA, leading on key areas for The Walderslade & Greenacre Schools Partnership. You will provide comprehensive administrative and organisation support

## Duties & Responsibilities

The role holder will be required to carry out the professional duties of an Administrative Assistant to the Headteacher and Headteacher's Personal Assistant, supporting both in a variety of administrative functions.

- Provide high-level administrative and secretarial support to the Headteacher and Personal Assistant.
- Preparation of documentation, drafting responses and documents where appropriate and handling confidential correspondence with discretion.
- Responsible for monitoring and responding of parental complaints.
- Creation of suspension letters, forms and packs, liaising with Medway Council.
- Managing School calendar & key dates.
- Managing the Headteacher student awards.
- Assisting with organising meetings for the Headteacher, including preparing agendas.
- Receive and welcome visitors to the school on behalf of the Headteacher, organising refreshments as required, being courteous and effective at all times.
- Attending meetings and taking minutes where appropriate.
- Supporting the Headteacher and Senior Leadership Team in the organisation and detailed planning of school events as required.
- Ensuring data is entered in a consistent and accurate manner onto all data systems.
- Ensure all personal training is up to date.
- Ensure efficient and effective customer service to all stakeholders.

## Collaboration

- Support the Headteacher with ensuring the school's policies are clearly communicated to and followed by all staff in school.
- To assist with the preparations for school events and functions.

## Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our **Professional Growth Model**—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from **ongoing professional development**, clear career progression pathways, and a culture that values collaboration and innovation.



- Be part of a **high-performing, empowered workforce** focused on improving outcomes for all pupils through shared learning and growth.

### Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

### Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.





### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

### Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



## Person Specification

Qualifications	Essential	Desirable
GCSE English Maths grade 5 or above (or equivalent)	X	
Good standard of education	X	
Evidence of further training		X
Experience		
Working in a busy secondary school		X
Working in a high-pressured environment	X	
Customer service role	X	
Ability to work successfully as part of a team	X	
Knowledge	Essential	Desirable
Diary maintenance	X	
Awareness of child protection and safeguarding		X
Commitment to inclusion, diversity and equality	X	
Minute taking		X
Skills & Abilities	Essential	Desirable
Strong organisational and multi-tasking skills, with attention to detail	X	
Excellent Written and verbal communication skills	X	
Ability to work on own initiative, prioritizing workload and delegating effectively.	X	
Proficiency in office software, including Microsoft office, (word, excel, powerpoint) and school information systems experience preferred	X	
Ability to maintain confidentiality and handle sensitive information with professionalism.	X	
Customer service orientation with a friendly, approachable attitude.	X	
A no nonsense approach but with a caring and calm demeanor	X	
A willingness to 'get stuck in' and help make the school exceptional	X	

**Beyond Schools Trust** is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check.



## Summary of Terms & Conditions

<b>Start date:</b>	February 2026 or earlier
<b>Contract Type:</b>	Part-time permanent
<b>Place of Work:</b>	WGSP, 157 Walderslade Road, Chatham, Kent ME5 0LP
<b>Hours &amp; days of work:</b>	25 hours per week, Mon-Friday, term-time plus 1 week. Monday-Friday 09:30-14:30.
<b>Salary:</b>	Trust salary scale, point 4-11 £25,185-£28,142 Full-time Actual salary between £14,572-£16,283
<b>Holiday:</b>	Entitlement of <b>25</b> days annual leave rising to <b>29</b> days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month to be worked during term-time
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



# Benefits

## Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

## Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

## Professional Growth:

***We don't appraise. We grow***" We believe professional growth is not a once a year event but an everyday commitment. That's why we've replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

### The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

### Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils.

## Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"*

*"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".*



*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

**Staff Wellbeing:**

Whole Trust approach to well-being.

**Pension Scheme:**

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2025 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,800	5.5%
£17,801 to £28,000	5.8%
£28,001 to £45,600	6.5%
£45,601 to £57,700	6.8%
£57,701 to £81,000	8.5%
£81,001 to £114,800	9.9%
£114,801 to £135,300	10.5%
£135,301 to £203,000	11.4%
£203,001 and above	12.5%

**Other Benefits:**

Two-week, half-term break in October (TTstaff/Teachers only)

**Employee Referral Scheme:**

Up to £500 payable for a new employee referral across the Trust

**Family Friendly Policies:**

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Cycle Scheme:**

The Trust is a member of the Cycle to Work Scheme.

**Car Parking:**

Free onsite parking (we are in a ULEZ free zone)

**Catering:**

On site catering at affordable prices

**Employee Discounts include:**

20% discount off membership for Avenue Tennis  
[Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free annual subscription to Headspace

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme [Blue Light Card](#)



# The Recruitment Process

**Closing date:** Monday 5<sup>th</sup> January 2026 at 9am

**Interview date:** Friday 9<sup>th</sup> January 2026

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the school's careers page [Our Vacancies](#)

If you wish to discuss the role, please contact **Louise Campbell** via email [camp313@wgsp.org.uk](mailto:camp313@wgsp.org.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.





**Supporting Statement:**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department.

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



## Administrative Assistant



<b>Salary:</b>	Trust salary scale, point 4-11 £25,185-£28,142 FTE Actual salary between £14,572-£16,283
<b>Start date:</b>	February 2026 or earlier
<b>Hours:</b>	25 hours per week, term-time plus 1 week
<b>Location:</b>	WGSP, 157 Walderslade Road, Chatham, Kent ME5 0LP
<b>Closing date:</b>	Monday 5 <sup>th</sup> January 2026 at 9am
<b>Interview date:</b>	Friday 9 <sup>th</sup> January 2026

Join our team as an **Administrative Assistant** and become an important part of the friendly and vibrant heartbeat of our school community. We're looking for someone who can help keep our day-to-day operations running smoothly while bringing a professional, positive, and people-focused approach to everything they do.

In this role, you'll take the lead in crafting clear, confident, and well-presented written communication on behalf of our staff and leadership team. From detailed letters to thoughtful messages for students, families, and external partners, you'll ensure our communications reflect our school's values and support strong, trusting relationships. Sensitivity, accuracy, and discretion are key, as you'll often be handling important or confidential information.

If you're highly organised, thrive in a busy secondary school environment, and enjoy managing a variety of tasks with care and attention to detail, we'd love to hear from you.

### **In return, we will offer you:**

- an incredibly supportive group of colleagues and leaders
- comprehensive induction programme with a commitment to CPD
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- membership of the Local Government Pension Scheme
- two-week half term in October
- cycle to work scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | The Walderslade & Greenacre Schools Partnership](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Louise Campbell** on **01634 861593** or via email [camp1313@wgsp.org.uk](mailto:camp1313@wgsp.org.uk)

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications***



### **Safeguarding commitment**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### **Equality & Inclusivity Statement**

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

**The Walderslade & Greenacre Schools Partnership**  
157 Walderslade Road  
Chatham  
Kent  
ME5 0LP

**Tel:** 01634 861593

**Email:** [office@wgsp.org.uk](mailto:office@wgsp.org.uk)

**Website:** [www.wgsp.org.uk](http://www.wgsp.org.uk)

**what3words:** [crest.quit.cowboy](https://www.what3words.com/crest.quit.cowboy)

