

Recruitment Information

**Admin Assistant (Maternity Cover)
Fixed Term.
September 2026 to July 2027.
Term Time Only**

Temporary Maternity: 32.5 hours per week. Monday to Friday
8am to 3pm.

Grade C

FTE £25,186 to £26,244

Actual Salary £18,923 to £19,718

Company Registration Number: 7703800

Name of the Academy Trust: Testwood School

Data Protection Registration No. Z5506335

Registered Address: Testwood School, Testwood Lane, Totton,
Southampton, Hampshire, SO40 3ZW

For more details, visit www.testwoodschool.co.uk

A photograph of Testwood School, a large red brick building with many windows, set against a clear sky. In the foreground, a white signpost stands on a green lawn. The sign features the school's crest, the name 'TESTWOOD SCHOOL', and an Ofsted 'GOOD' rating dated January 2019.

Welcome To Testwood School

Testwood School has been educating the young people of our community since 1946.

We are a mid-size 11-16 comprehensive school located in Totton. We aim to nurture our young people to become respectful,

Administrative Assistant

resilient and proud to take responsibility in our community. We aim to do this by aiming to consistently act in accordance with our core values of being **Caring, Inclusive and Ambitious**.

We are proud of our good reputation in the community and many of our students are not the first generation to attend Testwood. Some even claim to be fourth generation Testwood!

We are proud of our traditions, such as our House system, but we also embrace change, seek to learn from best practice elsewhere, and prioritise the professional development of our staff. We do this not just to improve our effectiveness as a school, but also because we recognise that learning and development are as important to staff as they are to our students here at Testwood School.

We are proud that our staff culture is open, collaborative and supportive. If you too want the very best for young people, recognise that this can be challenging at times, are prepared to work hard, and would like to be a part of our school community then I would encourage you to apply to join us.

Tim Webber

Headteacher, Testwood School

A handwritten signature in black ink, appearing to read 'T. Webber', positioned above the headteacher's portrait.

“

(Testwood School is a

great Maternity Cover) place to work and develop your career. It has a strong sense of community where students are at the heart of what we do.”

At our school, we believe that every day counts. We are a community school driven by three core values: Caring, Inclusive, and Ambitious. We foster a supportive environment where every student feels valued and we maintain high expectations for every child's future. We are seeking a dedicated Administrative Assistant to join us, on a temporary maternity contract, who embodies these values, joining our Admin team.

In this important role, you will support the school's commitment to student welfare and academic success by ensuring accurate and timely attendance monitoring throughout the school day. You will carry out lesson checks, follow up on unexplained student absences, and maintain accurate attendance records in line with school procedures and statutory requirements. Your attention to detail, strong organisational skills, and proactive approach will play a vital role in promoting high attendance and safeguarding students.

You will need a good standard of general education and be prepared to be flexible and committed to working as part of a team, a team who are committed to making a difference to student learning and development.

Previous experience in a similar role is desirable but not essential.



Please send your completed application form to Jill Giles, Admin Manager, at: jgiles@testwoodschool.co.uk

Testwood School have a wealth of wellbeing and welfare initiatives to ensure our staff thrive and enjoy the working life”

Testwood School Senior Team: Why work with us?

“

I have worked in 8 schools during my career, and this is my favourite by some distance. We are indebted to those who have worked at Testwood before us for creating such a good reputation and solid foundations on which to build. We have high standards to live up to and we expect everyone at Testwood to improve the school so that we hand it over to our successors as an even stronger school than we found it.”



Tim Webber
Headteacher



“

Phil Ward
Deputy Headteacher for
Student Welfare

“

“

I joined Testwood in 2023, I

I consider myself lucky to have worked at Testwood since 2005. No two days are the same and it is a real pleasure to come to work every day. Working with young people is a privilege and we are lucky to be in the position to be able to make a difference.”

am excited to be part of the changes that we are making with our curriculum and offer at KS4, with both academic and vocational qualifications. We want to ensure that our students leave us well prepared to meet the challenges of their next steps and become valuable members of the Totton community.”



Becky Magee
Deputy Headteacher
for

Student Learning and
Performance

Testwood School has a positive,

“

supportive and collaborative environment. We aim to build strong, lasting relationships with students, colleagues, and the wider school community, which makes working here so enjoyable and rewarding. Testwood School is such a special place and I am grateful and proud to have been part of its community for so many years.”

Dermot Murphy
Assistant Headteacher for
Student Belonging



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Being the CFO at Testwood

**School allows me to combine
strategic financial leadership with**

a meaningful mission. I find it rewarding to see how thoughtful budgeting directly impacts learning and opportunity. Knowing my work helps sustain a thriving school community makes the role especially fulfilling. Testwood is an inclusive and supportive place to work and I feel very privileged to be part of the Testwood Family.

Caroline Cates
Chief Financial Officer

“

Testwood School is a

community with a strong bond between staff, students and parents. This has made it a special place to work since I joined in 2009. I feel privileged to be part of such a supportive environment where I have had the opportunity to work with so many talented teachers.”



Nick Gilbert Assistant
Headteacher for Staff
Learning and
Performance

“

Having worked here for 17

years, I feel that Testwood is the place for me. The staff are brilliant; committed, hardworking and with a great sense of humour. We are a collaborative team, working so closely together and always supporting each other and we would be delighted for you to join our Testwood Family.”

guidance given from my colleagues. We take huge pride in what we do for our students and the sense of community can be felt throughout the school. I come to work in the morning knowing that I am going to make a difference today.”



Rachel White
Curriculum Leader for
Media & Year Leader for

“

Y8 I

Jools Housham
Assistant Headteacher for
Staff Welfare and
Belonging

thoroughly enjoy
working at

Testwood School: What Our Staff Say

“ “

Testwood is an incredibly inclusive,

I really do love my school

and fully welcoming and inspiring school to work enjoy teaching Mathematics to my

in. I feel incredibly privileged to be part of a community that holds children and education at its core. Staff are treated with the utmost respect and I value the support and



Testwood School and that is due to the students. I find my colleagues to be very approachable, having an 'open door policy', and committed to doing the best for our students. I feel safe in the guidance and decision-making of our Senior Leadership Team and I am comfortable to approach them with concerns or raising alternative brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen."

opinions. Our staff are very welcoming and open and I am privileged being part of a growing team making those marginal gains for all our students."



Ashley Terblanche
Curriculum Leader for
Maths



Libby Canning
Attendance Officer

Job Description Responsible to: Data Manager

Job Purpose

To carry out a comprehensive range of administrative tasks

Main Responsibilities

- Conduct lesson checks throughout the school day to identify students who are absent from lessons.
- Maintain accurate documentation of lesson checks, student locations and follow-up actions.
- Review school registers to ensure records are accurate and complete
- Share with other office staff if the receptionist is unavailable, act as first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination.
- Attend to student needs at the student window.

- Contribute to the smooth running of the school's reception office.
- Share and answer external telephone calls.
- Share and respond to emails received to reception email inbox
- Produce and process routine documentation/ correspondence against a broad framework provided by the senior management team/ other teaching staff
- Administer student absence system & procedures.
- Provide cover for other office staff absences.
- When required input and extract staff/pupil information using manual and computer based systems, including medical information
- Undertake school communications
- Provide cover for the First Aid Officer during periods of absence, responding to first aid incidents and ensuring continuity of first aid support.

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.

Person Specification - Administrative Assistant

Criteria/Standard	Essential (E) Desirable (D)	Source of Evidence
Qualifications		
At least grade C/4 in GCSE Maths and either English Language or English Literature	E	Application
Level 3 or higher educational qualifications	D	Application
Experience		

Experience of managing own workload, prioritising tasks and ensuring that deadlines are met	E	Application/Interview
Current and relevant knowledge, and application, of best practice in improving student attendance at school	D	Application/Interview
Knowledge of the barriers to student attendance and demonstrable impact in helping students to overcome them	D	Application/Interview
Ability to gather information, create systems and processes, rigorously monitor, review and analyse outcomes	E	Application/Interview
Skills and abilities		
Communication skills		
Ability to communicate sensitively and effectively with young people, parents and families	E	Interview/Reference
Ability to communicate professionally and effectively with other staff and the willingness to hold them to account when necessary	E	Reference
Ability to communicate professionally and effectively with other organisations and agencies	E	Reference
Ability to improve the effectiveness of other staff	D	Reference
Organisational skills		
Ability to work independently and as part of a team.	E	Interview/Reference
Experience of leading other staff	D	Interview/Reference
Ability to use IT effectively as an integral component of the role	E	Application/Interview
Ability to prioritise effectively and to respond swiftly when necessary	E	Interview
Personal Attributes		
Personal qualities		
Enthusiastic and determined, resilient to setbacks.	E	Interview/Reference
Possess flexibility, sensitivity, tact and a sense of humour	E	Interview
Professional Development		
Committed to own professional development and learning	E	Application/Interview
Ability to contribute to the professional development and learning of other staff	D	Application
Ethos		
Committed to promoting the safety and wellbeing of all students	E	Interview
Able to commit to enrichment activities for students	D	Application

Committed to the school values (Caring, Inclusive, Ambitious)	E	Application
Committed to the success of every student	E	Application
Knowledge of and a commitment to equality, diversity and inclusion	E	Application/Interview

Testwood School: What Our Students Say

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It is such a caring and positive environment. The teachers are encouraging and help you, whilst still letting your work be authentic and genuine to my visions.”

Year 10 Student

“

At Testwood, there are so many opportunities and so many subjects that I love. There are so many great things about the school and all the teachers are really nice.”

Year 7 Student

“

The staff find so many incredible opportunities for us to learn. They really care about us and our futures.”

Year 10 Student



Additional Application Information

Safer Recruitment

Testwood School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on our Testwood Secure Database and will only be used to process your application. It will not be passed on to any other person or organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for one year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.

All successful candidates are subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Please visit our website www.testwoodschool.co.uk for further information



Caring | Inclusive | Ambitious



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Data Protection Registration No. Z5506335

**Registered Address: Testwood School, Testwood Lane, Totton,
Southampton, Hampshire, SO40 3ZW**

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