



Abbeyfield
School

RECRUITMENT PACK

2025





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School



Welcome

I am delighted that you are considering a career at Abbeyfield School. Our school is a dynamic and thriving community, dedicated to fostering the development of young people. At Abbeyfield, we uphold a vision focused on nurturing students' personal skills and qualities, ensuring they are well-prepared for their future lives as successful, responsible adults.

People have always been at the core of the Abbeyfield educational experience, and I am more convinced than ever that prioritising the development of our staff is essential. We are committed to the continuous professional development of our team, offering dedicated support to ensure that our staff can thrive in their roles. For our students to reach their full potential and make a positive impact, they must be taught by individuals who reflect these values. Our focus on recruiting and professionally developing a diverse range of outstanding staff is key to providing our pupils with strong role models.

Our teaching team is eager to build upon Abbeyfield's growing reputation for excellence. We are a school that is dedicated to delivering an ambitious, broad, and balanced curriculum through high-quality, evidence-informed teaching. Our academic results at both GCSE and A Level remain strong, with student progress consistently above average.

These are exciting times for Abbeyfield. The town of Chippenham is experiencing significant housing development, and our growing reputation has resulted in an increase in pupil enrolment. Consequently, we are set to embark on a three-phase building project that will expand the school by 50%.

As one of only four maintained secondary schools in Wiltshire, Abbeyfield has also begun the process of joining an academy trust. From September 2025, we will become part of The Athelstan Trust, one of the leading educational trusts in the South West.

We warmly invite all those who wish to be part of this exciting new chapter to apply.

We trust that this recruitment pack will provide you with a valuable insight into our unique and supportive community, and I look forward to welcoming successful applicants to Abbeyfield in the near future.

Mr Nick Norgrove,
Headteacher

School Administration Assistant

Permanent

Start date: 1st September 2025
Closing date: Friday 18th July 2025 at 9am
Interview date: Monday 21st July 2025
Hours: Up to 37 hours per week – term time plus one week
Salary: Grade D point 4-6 £24,404 - £25,183 pro rata pending pay review
Actual salary: £20,990 - £21,660

Due to expansion and growth in student numbers, this is an exciting time to join Abbeyfield School. Our recent 'Good' Ofsted rating (November 2022) highlighted that 'Staff are proud of the school and enjoy working at it. Leaders and Governors are supportive of staff's workload and well-being'. As a result, both the leaders and students are looking for high-calibre staff who are committed to delivering outstanding teaching and learning opportunities for all. As of 1st September 2025, we will become an Academy, as part of the Athelstan Trust.

The Governors of Abbeyfield School are seeking to make the appointment of a friendly and motivated Administration Assistant. The successful applicant will have the exciting opportunity to work in a dynamic team who are fully committed to ensuring all staff and students fulfil their potential and continue to enjoy enviable success.

Additional information

Abbeyfield is a community school which occupies purpose-built premises. It is situated in a beautiful location, within commuting distance of Bath, Bristol and Swindon. The school was inspected in November 2022 and we pledge to offer the following:

- Excellent students who will work with you to achieve the highest standards
- A high-performing and growing school
- Excellent leadership, which believes in rapid and sustainable leadership
- A thriving sixth form where pupils make strong progress
- Outstanding behaviour
- Friendly and welcoming pupils who thrive in an atmosphere of tolerance and understanding

For a full information pack, please see our website <https://abbeyfield.wilts.sch.uk/> under 'joining us' or contact reception on 01249 464500

Completed applications should be emailed to recruitment@abbeyfield.wilts.sch.uk

We encourage early applications as we reserve the right to withdraw this advert before the advertised closing date.

Please note due to safeguarding we only accept completed application forms.

Abbeyfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Administration Assistant

Grade: Grade D point 4-6

Responsible to: Administration Assistant

Responsible for: To provide a comprehensive administration service across the school including 6th form, Deputy Headteacher and Data manager

KEY TASKS

- Providing administrative support to various departments within the school
- Support setting up of marksheets for data collection from staff and management of marksheets for student reports. Checking completion and accuracy of completed marksheets and student reports in SIMs and supporting in the printing and circulation.
- To collate student assessment data entered from staff and upload into the schools analysis system.
- To complete the administrative side of the schools parents evening booking system, opening parents evening appointments for booking and notifying staff.
- Administrative support on school systems to include provision of log in details and general admin support.
- To support the Head of 6th form with administrative tasks supporting 6th form enrichment and management.
- To provide reception duties.

OTHER DUTIES

The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required.



Administration Assistant Person Specification

Essential	Desirable
QUALIFICATIONS	
<ul style="list-style-type: none"> 5 GCSEs A* - C or equivalent including Maths and English 	<ul style="list-style-type: none"> Microsoft office qualification or 3 years' practical experience of office programmes
Experience	
<ul style="list-style-type: none"> Microsoft Office experience General office experience 	<ul style="list-style-type: none"> Previously worked in a school environment. Experience of using schools MIS (SIMS), 4Matrix, Show My Homework, Class Charts
Personal Qualities	
<ul style="list-style-type: none"> Smart appearance Ability to prioritise, be flexible, remain calm during busy periods Ability to work alone and in a team Clear understanding of and respect for confidentiality Capacity for hard work Positive attitude to personal development and training Friendly manner and good sense of humour Loyalty Enthusiasm Willingness to support school evening events Excellent attention to detail 	<ul style="list-style-type: none"> Awareness of and interest in educational issues Willingness to undertake training as required
Skills	
<ul style="list-style-type: none"> Good telephone and communication skills Good organisational skills Good interpersonal skills 	<ul style="list-style-type: none"> Potential to develop skills further
Other	
<ul style="list-style-type: none"> Eligible for enhanced Disclosure and Barring Service (DBS) Clearance 	





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Why work at Abbeyfield?

Here's what our staff say:

"For me when I joined as an ECT1 I was really nervous about coming in - were people going to treat me differently because I was an ECT? That was the furthest thing from the truth. Every single person at Abbeyfield made an effort with me and has gotten to know me and I felt instantly at ease. I enjoy coming to work everyday knowing that I could say hi to anyone and they would respond and have a chat with me and they genuinely care."

"Abbeyfield School is a place where staff are encouraged to grow and reach their potential. It provides opportunities to take on new challenges and responsibilities in a supportive environment, free from judgment or fear of failure. Every idea is valued, offering different perspectives to explore. It's a thriving community and an exceptional workplace"

"I like working here because everyone is so easy to get along with. Its lovely and inclusive, Line Managers/SLT are understanding and approachable, good lifelong friendships have been made here. Students are lovely and there is a calm vibe around the school. There are regular opportunities for progression and enhancing skills. I have never once thought I really don't want to go to work today!"

"It's the people. We get along well in the Humanities department, share similar values and collaborate well. I like seeing them outside of work! The pastoral staff are dedicated and hardworking, supporting students and each other when things are difficult. I can recount numerous times someone has dropped what they are doing to make time for me when needed. I feel valued for the job that I do, and appreciate the understanding afforded when I need time off for my own illness, my children's, or anything relating to family. Career wise I feel that I've been supported to progress, either through help given preparing for interviews elsewhere or the opportunities afforded me here.

And then there's the kids. They're ok. And I think that says a lot!"

"Having only started last week, I have found both the staff and students welcoming, friendly, and helpful. I have felt part of the team from the off."

Benefits:

We are incredibly proud of the culture of success and inclusivity for both our students and staff. We put the wellbeing of our staff at the heart of all decision making and development. Just some of the benefits of working at Abbeyfield:

- A modern building and facilities
- Unlimited use of our fitness suite
- On site support for mental wellbeing
- A CPD programme that supports your growth
- A caring and supporting staff body
- An inclusive and student centred culture



Character Development - The Abbeyfield Learner

At Abbeyfield we believe strongly in supporting our students to become the best version of themselves.

"Good character is not formed in a week or a month. It is created little by little, day by day. Protracted and patient effort is needed to develop good character.

- Herculitus - Greek Philosopher.

'The Three R's' are three key characteristics that we encourage all Abbeyfield students to develop and demonstrate on a daily basis: Responsibility, Respect and Resilience.



RESPONSIBILITY

How pupils approach their life and learning.

RESPECT

How pupils treat themselves, others and the school environment.

RESILIENCE

How pupils cope with what life throws at them.

The Abbeyfield Learner programme ensures pupils have the relevant skills and attributes to be effective learners for their future aspirations. Pupils are rewarded for demonstrating these key characteristics in all aspects of school life. These range from tutor lessons and include extra curricular beyond the school day.

"Character development is as much a part of our curriculum as the academic subject." - Abbeyfield Learner.



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How to apply

We primarily use E-Teach to advertise our vacancies, but they can also be found on our new website: **www.abbeyfield.wilts.sch.uk/vacancies**

If you would like more information or to arrange a tour, please contact us on **01249 464500**.

We look forward to meeting you and welcoming you to our fantastic school.





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Reception: 01249 464500
Email: contact@abbeyfield.wilts.sch.uk

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