



**Woodbrook Vale School (NoR c.830 Sept 2024)**  
**Student Support Admin Assistant**  
**Permanent**  
**Grade 6**

£25,188 – £25,590 per annum pro rata (£13.05 – 13.25 per hour)

30 hours per week

(8am – 2.30 pm daily with half an hour lunch)

39 weeks: Term time

**Required as soon as possible**

We are looking to appoint an efficient and well organised colleague to provide administrative support for the student office and main reception areas according to need. This will include answering the phone and receiving emails and routing queries to the appropriate place. The student office takes the lead on many support services including attendance, the administering of the immunisation programme, the organisation of the school photographs, first aid duties, arrangements for trip visits and the school prom and most importantly helping students and their parents.

Woodbrook Vale School is an award-winning and highly oversubscribed 11-16 single academy trust located within the university town of Loughborough. The school is an Ofsted-rated “good” school (February 2022) and has a track record of excellent GCSE results. The successful candidate will have a unique opportunity to innovate and further build upon the school’s success to ensure students aspire to be the best they can possibly be.

The school ethos engenders a supportive learning environment and we are committed to giving every student the drive to ‘aspire, enjoy, and succeed’. Our approach to teaching and learning is informed by our work on growth mindset and knowledge-based approaches. Our school culture is predicated on the importance of character education and we were recently quoted as being one of the leading schools in the country for character education.

We have invested heavily in our buildings and infrastructure over recent years to create a highly attractive school site. We hold the Silver Investors in People Award and are known for our work to promote staff well-being and job satisfaction.

Our organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced Disclosure and Barring Service check. Please download the full details and application form from: <http://www.wbvs.co.uk> If you require any further information about this role please contact Teresa Woolley, Support Services Team Leader: [twoolley@wbvs.co.uk](mailto:twoolley@wbvs.co.uk)

Please email your completed application and covering letter to Kerry Miller [kmiller@wbvs.co.uk](mailto:kmiller@wbvs.co.uk)

Please note a CV will not be accepted.

Closing Date: **06 January 2025**

Interview Date: **week beginning 13 January 2025**

**WOODBROOK VALE SCHOOL**

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