



Receptionist/Admin Assistant

Worthing High School
Recruitment Pack
June 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.





Welcome

Thank you for your interest in joining Worthing High School. As Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: **Community, Resilience, Integrity, Respect and Excellence** and these principles guide everything we do. We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

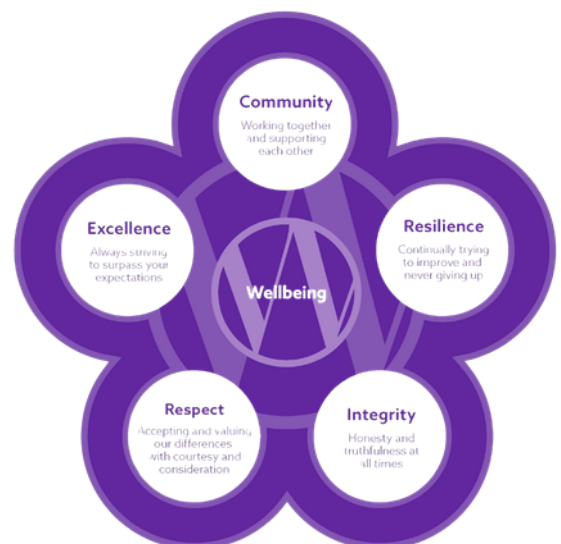
I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

Adrian Cook

Headteacher

Worthing High School





Job description

Job title	Receptionist/Admin Assistant
Salary	NJC GRADE 5 point 7 (£26,403 FTE) Actual salary at 34.5 hours: £21,210
Location	Worthing High School
Contract	Permanent contract (Term time only plus Inset days)
Accountability	Reports to Office Manager

Role description

The postholder is based in the reception in the Main Office. The appointee's duties will include reception and administrative support to the main office.

Qualifications and Experience

- Educated to GCSE Standard (A*-C) or equivalent, including English and Maths
- First Aid (desirable) or willing to undertake
- **Skills, Knowledge and Experience**
 - Experience of administrative work
 - Experience of working in a school (desirable)
 - Experience of working with young people (desirable)
 - Ability to communicate with staff and parents/carers both verbally and in writing
 - Excellent phone and written manner
 - Ability to act decisively and confidently under pressure
 - Good organisational skills and ability to prioritise work
 - Experience of using SIMS or a similar database (desirable)
 - A good knowledge of Microsoft Office, specifically Google, Outlook, Word and Excel

For an initial discussion or for further information, please contact Elena Elsam, Director of People on eelsam@sdetrust.net



Key Responsibilities

Reception Duties

- Receiving visitors and meeting their needs appropriately.
- Maintaining the Inventory signing in system and issuing ID badges. Ensuring visitors are also signed out.
- Ensuring the Single Central Register is kept up to date
- Taking telephone calls and passing on messages as appropriate, following school procedures.
- Transcribing messages from the answerphone and passing on as appropriate.
- Emailing First Call Rota to duty staff every morning and following up first call requests.
- Updating the Fire Register lists when there are staff changes and ensuring they are available in case of emergency.
- Dealing with incoming and outgoing post.
- Assisting students, staff, parents and carers with general enquiries.
- Making up new staff induction handbooks
- Organising and making up Packs for staff at the start of the new academic year
- Responsible for pigeon holes for new starters/leavers

General Duties

- Assisting with the entry and maintenance of student records both electronically and manually.
- To be responsible, under the supervision of the Office Manager, for receiving incoming student personal files and for archiving outgoing student files.
- Retrieving information from the SIMS student database for students and teachers, e.g. timetables, class lists and other reports.
- General clerical assistance, including photocopying, emailing, document preparation, scanning, shredding, etc.
- Organising regular shredding collection in the school.
- Stationery stock control and ordering for the Main Office.
- Ensuring that the staff telephone extension list is up to date.
- Booking school tours for parents.
- Dealing with uniform enquiries, including logging orders delivered to school on behalf of parents and notifying them accordingly.
- Stand in for staff absence in Student Services as required.
- Any other duties required to assist with the smooth running of the Main Office, Student Services and the school.
- Monitoring and coordination of First Aid Training logistics.
- Supporting the administration of the students' confiscated items
- Compiling and maintaining new staff starter packs



Person Specification

Personal Qualities

- Good interpersonal and communication skills
- Proactive and helpful attitude towards staff, students and parents
- Attention to detail and accuracy
- Self-motivated
- Reliable, punctual, and committed to high standards of work.

Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Commitment to equality, diversity, and inclusion.
- Respect for confidentiality and professional boundaries.
- Alignment with the school's ethos and values.
- Willingness to engage in training and continuous development.
- Commitment to providing excellent service to pupils, families, and other staff.

What We Offer

- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.
- The chance to work in a DfE Attendance and Behaviour Hub Lead school.



Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at <https://www.worthinghigh.net/join-us/careers>

Completed application forms should be sent to Mr Adrian Cook, Headteacher at Worthing High School at vacancies@sdetrust.net by **Monday 22 June 2026 at 9 am.**

Interviews will be the week commencing 22 June 2026. Interview dates will be provided to shortlisted candidates.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools