



APPLICATION PACK

Cover Receptionist, Lettings and
Reprographics Administrator
AT WESTFIELD ACADEMY



Westfield Academy

Seeing the qualities in every child

Westfield Road, Yeovil, Somerset, BA21 3DB

Tel: 01935 423747

Email: office@westfieldacademy.co.uk

Company Number 07664348

www.westfieldacademy.co.uk

Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated '[Good](#)' by OFSTED (2023, 2018, 2014).

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely "rare cover".

Please return your application form, including the names and addresses of two referees, to Rhiannon Briggs HR & Student Data Officer, (rhiannon.briggs@westfieldacademy.co.uk) by **09:00am on Friday 7th August 2026. Shortlisted candidates will be contacted by 5:00pm on Tuesday 11th August 2026**

Keeping Children Safe in Education states that as part of the shortlisting process, schools and colleges will carry out online searches as part of their due diligence for all shortlisted candidates.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore
Headteacher



Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**—have self awareness, work with purpose and be willing to adapt to change
- Have **Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- Have **Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



JOB DESCRIPTION

Cover Receptionist, Lettings and Reprographics Administrator

Main Purpose of Job

This is a varied job role to support a number of areas across the school.

- To be the first point of contact for all lettings hirers, dealing with enquiries and booking facilities
- To maintain all systems related to the management of the school's fleet of minibuses, occasionally driving minibuses for refuelling and taking to the local garage for servicing.
- To cover reception during staff absences and act as First Aider.
- To undertake reprographics tasks, such as printing, making booklets and laminating, under the guidance of the Marketing and Careers Officer

Main Responsibilities & Duties

Lettings

- Carry out all administration relating to bookings of the school premises by outside groups including receiving enquiries, booking facilities, answering queries or issues that arise, referring to Business Manager or Site Manager, where required.
- Ensure an accurate and comprehensive diary of lettings is kept and shared with key school staff including the site team, SLT, Finance Assistant and relevant departments.
- Liaise with the School calendar facilitator to ensure school events do not clash with external bookings and make necessary arrangements to cancel external bookings where required.

Minibuses/Vehicles

- Maintain records for MOT, servicing and 10 weekly inspection checks
- Maintain minibus online staff booking system
- In conjunction with the Site Manager, book appointments with leasing company or local garage for MOT, servicing and inspections
- Maintain records of minibus training undertaken by staff
- Maintain records of minibus training undertaken by staff
- Ensure minibuses are kept clean and records are completed as required. Liaising with users to rectify issues or report to Site Manager.
- Drive minibuses to the local garage for servicing and inspections. On occasion, refuel minibuses to support curriculum departments. Note: a Category B (car) manual driving license is required.

Reprographics

- Operate photocopiers and other equipment in reprographics to provide a high quality print and design service for the school.
- Keep track of and order paper stock and toners, informing the Finance team as necessary.
- Arrange maintenance and updating of reprographics equipment as required and in liaison with ICT Technicians.
- Manage reprographics/printer department accounts, ensuring departments are charged accordingly.

JOB DESCRIPTION *(continued)*

Reception and First Aid

- To be the key administrator to provide cover for the main and student receptions in the absence of reception staff or to cover for lunch. To provide back up for first aid as required.
- Undertake day to day reception duties when providing cover.

Preloved Uniform

- Liaise with parents and carers, responding to enquiries and coordinating uniform donations, purchases, and collections.
- Manage the school's pre-loved uniform service, including organising stock, maintaining displays, and ensuring items are clean, presentable, and readily available.
- Plan and run pre-loved uniform sales and school events, promoting the service and providing a welcoming, helpful experience for families.

Other

- Carry out any other duties that may be reasonably required as directed by the Headteacher or Business Manager, and as deemed appropriate for this level of post.

Facts and Figures

- A school of approximately 1050 students in years 7 to 11.



JOB DESCRIPTION *(continued)*

Supporting Processes

Problem Solving and Creativity

Post has a degree of autonomy. Postholder can prioritise their own work, but will need to consider deadlines for some aspects of the role. Frequent interruptions across a variety of subjects, usually of an immediate nature, producing pressure on deadlines.

Decision Making

To make day to day decisions about priorities and workload working within guidelines for routine/normal tasks. Any queries referred to line manager or supervisor, or other appropriate member of staff.

Physical Effort & Working Conditions

Working in an Office environment with frequent and prolonged use of IT equipment.

Contacts & Relationships

Daily contact with all members of staff and pupils, and a range of external bodies and contractors. Will have contact with parents and members of the public.

Additional Information

NOTES:

1. Post is for 39 weeks of the year (term time plus INSET days), 37 hours per week. Annual leave must be taken during the school holidays. Some work from home may be required during school holidays to support lettings. Time off during term time will be given in lieu.
2. Hours of work ideally 8.00am - 4.00 (8.00am - 3.30pm on Fridays)
3. The appointment is subject to a 6 month probationary period, the general conditions of service for Westfield Academy Staff and satisfactory enhanced DBS check and medical checks.
4. Professional development is an integral part of the post. The post will be subject to an annual process of Performance Review.

The description is current as of July 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.

PERSON SPECIFICATION

Qualifications & Training

Essential

- GCSE/Level 2 qualifications in English and Maths (Grades A-C or 4+) or equivalent functional skills
- First aid qualification (or willing to achieve)
- Hold Manual Category B (car) driving licence and willing to drive a minibus. An assessment of skills will be required.

Desirable

- Administration Level 2 or 3 qualification
- 5 GCSE/Level 2 qualifications (Grades A-C or 4+)

Skills & Knowledge

Essential

- ICT literate, experience of word processing, spreadsheets, and database packages.
- Good telephone manner
- Accuracy of written and oral communication
- Organised and able to prioritise
- Methodical approach to work tasks

Desirable

- Knowledge of google systems including apps and file sharing
- Experience of operating photocopiers / printers and other reprographics equipment.

Experience

Essential

- At least two years experience of working in an administration role
- Experience of maintaining records, both in paper and electronic format
- Experience of working in a busy, pressurised environment

Desirable

- Experience of working in a reception or customer focused role
- Experience of working in a school or similar environment

Personal Qualities

Essential

- Self motivating and the ability to work collaboratively within a team
- Customer focused approach
- Professional integrity and maintain confidentiality at all times
- Shows initiative and tenacity
- Flexible to meet the needs of the role, conflicting priorities and supporting the wider administration team
- Uphold and promote the ethos and values of the school

INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. There will be an opportunity for you to tour the school, meet other staff and ask questions relating to the post.

The closing date for submission of applications is **09:00am Friday 7th August 2026** with interviews taking place week commencing 10th August 2026.

Please mark your application for the attention of Mrs Rhiannon Briggs, HR & Student Data Officer, and return it via email to rhiannon.briggs@westfieldacademy.co.uk

We look forward to receiving your application.



Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Head of Year. Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

Employer Westfield Academy Trust

Position Cover Receptionist, Lettings and Reprographics Administrator
Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB
This position is full time and permanent.

Reporting to Business Manager

Location Westfield Academy and any other place operated by the Academy.

Start Date 3rd September 2026 (or as soon as possible after)

Salary Grade 14 (£25,185—£25,989)
Actual Salary £21,556 - £22,255 (pay award pending)

Holidays Holiday must be taking during school holidays.

Safeguarding Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

Pension Scheme This post is eligible to be a member of the Local Government Pension Scheme.

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