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Wakefield Road, Horbury, West Yorkshire, WF4 5HE

Executive Principal: Mrs N Walker

September 2026

Dear Parent/Carer,

Re: Work Experience Opportunities for Our Pupils

I am pleased to announce an exciting opportunity for our Year 8 pupils in the upcoming academic year. Each pupil will have the chance to participate in a half-day work experience program within our Student Support department.

This program aims to provide pupils with valuable insights into the workings of our school's administrative functions, enhancing their understanding of essential organisational and communication skills.

The half-day placements will be scheduled throughout the academic year. We believe this experience will be both educational and inspiring for our pupils.

If you have any questions or would like more information, please feel free to contact us at info@horburyacademy.com.

Thank you for your continued support

Yours sincerely,

Mr R Cutten
Assistant Vice Principal

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Careers

Job Specification: Student Work Experience in School Admin Office

Position Title: School Administration Assistant (Student Work Experience)
Location: Horbury Academy
Department: Student Support Office
Reports To: Miss Moffatt / Miss Jones
Careers Lead: Ms Jones
Hours: 9:05 – 11:25am

Purpose of the Role:
This work experience placement is designed to give a student hands-on experience in a school administrative environment. The role offers an opportunity to learn about and support the essential daily tasks that keep a school running smoothly, including handling communications, assisting with events, and maintaining records.

Key Responsibilities:
1. **Basic Administrative Tasks:**
   - Assist with tasks such as filing and photocopying.
   - Help organise incoming and outgoing mail.
   - Prepare materials for classes, meetings, and events as directed.
2. **Supporting the Front Desk:**
   - Welcome visitors, students, and staff in a friendly and professional manner.
   - Take messages and relay information accurately.
- 3. **Data Entry and Record-Keeping:**
   - Learn to input and update student records and other office data under supervision.
   - Assist in maintaining organised and accurate records, including attendance logs and inventory lists.
4. **Event Assistance:**
   - Support the administration team with school events, assemblies, and meetings.
   - Help with event setup, including organising materials, setting up rooms, and preparing refreshments.
5. **Maintaining Office Supplies:**
   - Assist with monitoring and organising office supplies and resources.
   - Help keep the office area tidy and welcoming.

Skills and Qualities Needed:
- **Essential:**
   - Organised and attentive to detail.
   - Friendly, polite, and able to communicate clearly with a variety of people.
   - Willing to learn new skills and take direction.
   - Basic computer skills, including familiarity with Microsoft Office (Word, Excel) and email.
- **Desirable:**
   - Interest in learning about office and administrative work.
   - Ability to work both independently and as part of a team.

What You Will Learn:
This placement offers a unique opportunity to:
   - Develop administrative skills in a supportive school environment.
   - Practice professional communication and teamwork skills.
   - Learn about school operations and how the admin office supports the school community.
   - Gain confidence in handling real-world tasks and responsibilities.

Note: This is an unpaid work experience placement designed to offer valuable exposure to an office setting within a school. A reference and certificate of completion will be provided at the end of the placement.