

CANDIDATE INFORMATION PACK:
Administration Assistant: Attendance & Pastoral
Grade 5
Term Time plus 2 weeks
35 hours per week
Part Time or Condensed hours may be considered
Closing date: 29th May 2026
Interview date: TBC
Start Date: ASAP



Contents

1. Letter from Headteacher	1
2. School Information	3
3. Department Information	4
4. Post Specification	5
5. Person Specification Reception and Administration	7
6. Other Information	9

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1. Letter from Headteacher

Dear Potential Colleague,

Thank you for your interest in the role of Administration Assistant focusing on Attendance and Pastoral at our school.

Full details of the post and information about the school are included in this pack – The post is offered Term time only plus 2 weeks - with five days being the schools INSET days and five days being the week before school starts in September (last week of summer holidays). We may consider the position as a part-time role - please advise in your application what your preferred hours are.

We are currently rated 'good' by Ofsted and our most recent report is January 2022. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other's company and always seek to be a warm, friendly, and welcoming team. Well-Being of pupils and staff is our number one objective.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

If this sounds like the school for you, and you are interested in looking around the school ahead of your application, then please do make contact and we will arrange a mutually convenient time

Yours sincerely



Joanna Griffiths
Headteacher

2. School Information

As a school designated “Good” in all areas by Ofsted in January 2022 we are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

Alder Grange continues to be a Local Authority maintained school, and as such all staff are employed by the Local Authority and we follow the Local Authority HR policies and pay and conditions policies.

The school has approximately 60 teaching staff and 40 non-teaching staff (including Teaching Assistants, Mentors, IT & Administration, Site Supervisors, and Catering & Welfare teams)

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

3. Department Information

The Administration Team forms the heart of the school. It is incredibly busy, with staff, parents, visitors, and most importantly pupils coming to us as “the first port of call” for all administration and support requests in both the main school and sixth form. Attendance is a vital part of school life and is monitored closely with this being a part of the role offered.

We aim to support the teaching staff as much as possible by providing an effective administration and attendance analysis, whilst supporting our pupils and students during their time in school.

There are currently 6 members of the team - our aim is to ensure all staff are multi-skilled across all areas of school administration and student services.

It should be noted that the successful candidate will always need to work in the final week of the Summer holidays, and these days cannot be taken as annual leave. You will be required to work 5 additional days to be taken as agreed with your line manager.

Successful candidates will undertake a varied workload including attendance monitoring, pastoral support and administration. On occasion you may be required to work evenings (Parents Evenings etc), for which you will be compensated either via overtime or time back in lieu.

This team works closely alongside the other teams within school: The Exams and Data team, and the Pastoral team. There may be times when you are required to help out in these teams too.

4. Post Specification

Salary Scale: School Admin Officer 3 ; Grade 5

Terms and Conditions: Permanent, Term time plus 10 days*
35 hours per week 0830-1600
Part-Time Available – please specify preferred hours on application

Responsible to:

The post holder is line managed by the Office Manager - Lisa Stansfield

Purpose of the Post:

An Administration assistant is required to join our busy office providing administrative support, attendance data analysis and 2 day pastoral support.

Responsibilities of the Post:

Administrative:

- provide general clerical and administrative support to the Head Teacher and Deputies – which could include filing, minute taking, archive and destruction of records, typing up meeting outputs, writing letters and emails to parents
- Completing teacher administration requests as per guidelines, including but not limited to: trip administration, pupil register updates, photocopying and filing; contacting 3rd parties and external agencies.
- Updating and maintaining school policies and process documents – ensuring these are reviewed and approved within timescales
- Maintaining displays around school

Attendance Analysis :

- Providing, analysing and acting upon attendance data to better improve student attainment through attendance;
- Liaise with attendance champion/pastoral leads/ parents;
- Provide attendance reports;
- Analysis of local and national data;
- (may be required to) Arrange and attend home visits;
- (may be required to) Attend court dates on behalf of LA;
- Arrange and attend parental/LA meetings

Pastoral Support (2 Days Per Week)

- Supporting the Head of Year to drive academic progress and attainment;
- Working with students, parents, and carers to continually drive performance, attendance, and positive behaviour;
- Supporting the Pastoral team, including following up behavioural incidents and following behavioural procedures;
- Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.

NOTE:

*10 days with 5 days being the school's INSET days, 5 days being the week before school starts in September (last week of summer holidays).

Person Specification

Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (A), Interview (I)
Qualifications		
GCSE passes at Grade A-C or equivalent in Maths and English	E	A/I
A recognised administration qualification (NVQ Level 3 or equivalent in Business Administration)	D	A/I
Experience		
Previous relevant experience in clerical and/or general office work	E	A/I
Previous experience in dealing with members of the public either face-to-face or on the telephone	E	A/I
Must be able to use Microsoft Office packages, including word and excel	E	A/I
Previous experience of working in a school office	D	A/I
Previous experience of SIMS	D	A/I
Previous experience of minute taking	D	A/I
Knowledge/skills/abilities		
Excellent written and oral communication skills	E	A/I
Able to adapt and cover a wide range of varied tasks	E	A/I
Able to plan and organise effectively using initiative and time management skills	E	A/I/Reference
Able to work under pressure and prioritise in order to meet deadlines whilst giving attention to detail and accuracy	E	A/I/Reference
Able to keep information confidential, understanding the sensitive nature of the post	E	A/I/Reference
Willingness to undertake further training as appropriate	E	A/I
Competent user of Information and Communication Technology (ICT). Including a photocopier	E	A/I
Enthusiastic, flexible and good humoured approach to school life	E	I/Reference
Able to form and maintain positive relationships with adults and children	E	I/Reference
Be flexible, patient, calm and tactful	E	I/Reference
Capable of working effectively as a member of a team	E	A/I/Reference
First Aid Qualification or willingness to study to acquire appropriate qualification	E	A/I
Others		
Commitment to safeguarding and protecting the welfare of children	E	I
Commitment to health & safety	E	I
Commitment to equality and diversity	E	I

5. Other Information

Please also see important advice on completing your application form.

Attendance Policy Statement This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement | This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This 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 staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Medical Clearance | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Thank you for taking the time to read this information pack.
We wish you every success in any application you may make.**