

# Admin Assistant

## APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

**OUR MISSION**

*To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.*

**OUR VISION**

*To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough*

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

**Paul Jones**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

## Deadline

The deadline for the post is **Tuesday 10<sup>th</sup> February 2026** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **16<sup>th</sup> February 2026**.

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid on the **School Support pay spine, Scale Point 7 – 11**. For term-time only plus 4 weeks, this is currently **£25,152 - £26,808** per annum.

## Start Date

As soon as possible

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Sophie Bailey – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769836

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

## Role Description

<b>Job Title:</b>	Admin Assistant
<b>Reports to:</b>	<b>Systems and Operations Manager</b>
<b>Contract:</b>	Working Pattern: 7am – 3pm, Monday to Friday. Contract: Permanent, term-time only plus 4 weeks.
<b>Salary:</b>	School Support pay spine, 7 – 11. For term-time only plus 4 weeks, this is currently £25,152 - £26,808 per annum.
<b>Start Date:</b>	ASAP

### Overall Purpose of the Role

- To provide general administrative support to the school and assist in the efficient running of the school office under the instruction of the Systems and Operations Manager.
- To act as an ambassador for the school, welcoming visitors and serving as the first point of contact both in person and over the telephone.
- To contribute to the overall vision and ethos of the school, ensuring high standards of service for students, staff, and visitors.

### Key Responsibilities

#### Reception Duties

- Provide a warm, professional welcome to all visitors and maintain a courteous and helpful reception service.
- Handle telephone and face-to-face enquiries efficiently, ensuring messages are promptly and accurately relayed to colleagues.
- Manage incoming and outgoing post.
- Uphold security and safeguarding procedures, including controlling visitor access, signing in supply staff, issuing ID badges, and maintaining accurate records.
- Greet supply staff on arrival and ensure all necessary ID and DBS checks (including SCR compliance) are completed.
- Offer hospitality to visitors and act as a central point of contact for general queries.
- Ensure confidentiality is maintained at all times in line with data protection regulations.

#### Administrative Duties

- Undertake general administrative tasks including typing, emailing, photocopying, filing, minute-taking, and producing correspondence.
- Update and maintain manual and computerised records and management information systems, ensuring accuracy at all times.

- Raise requisitions for stationery and equipment, check deliveries, record goods received, and distribute items to departments.
- Process and scan invoices, statements, and school meal expenditure, liaising with the Finance Department and parents where necessary.
- Support the coordination of school events, including booking venues, preparing documentation, and ensuring effective communication.
- Maintain the school diary, arrange meetings, and take notes/minutes as required.
- Assist with pupil welfare tasks, including administering first aid (once trained), administering medication in line with policy, and supervising students at lunchtime where required.
- Ensure compliance with school policies relating to child protection, safeguarding, confidentiality, data protection, health and safety, and security.

### **Morning Absence Management**

- Receive absence calls from staff from 7:00am onwards, ensuring all conversations are handled with professionalism, empathy, and strict confidentiality.
- Record all absence information accurately in line with school procedures.
- Arrange cover for absent staff by liaising with supply agencies, ensuring efficient and timely placements while actively seeking to reduce agency costs wherever possible (e.g., prioritising internal cover or utilising existing staff capacity).
- Raise requisitions for agency staff in a timely manner, ensuring the Finance Team are informed of all long-term cover arrangements to support accurate budgeting and cost control.
- Work closely with HR to identify patterns, trends, or concerns relating to absence, escalating issues where required.
- Communicate staffing changes promptly to the relevant departments and school leadership.

### **Training & Development**

- Mandatory training (including safeguarding, data protection, health and safety, and first aid, where required) will be provided as part of induction.
- Role-specific training will also be delivered, including use of the school's key systems such as Finance systems, Arbor, CPOMS, visitor management software, and other internal platforms.
- Ongoing professional development opportunities will be available to support growth within the academy.

### **Additional Duties & Responsibilities**

- Uphold and promote the vision, values, and aims of the Academy.
- Model professional behaviours and contribute to a positive and supportive office environment.
- Support and promote equality, diversity, and inclusion across the Academy.
- Participate in relevant meetings, training, and development opportunities to support personal and professional growth.
- Undertake any other reasonable duties as directed by the Systems and Operations Manager.

## Other Requirements

- The Trust is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. An Enhanced DBS check will be required for the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening, provide two satisfactory references, and verify identity and right to work in the UK.
- Terms and conditions are outlined in the contract of employment.

# Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
<b>QUALIFICATIONS</b>				
1.	GCSEs (or equivalent) in English and Maths at grade C or above.	Essential	✓	
2.	A relevant administrative qualification (e.g., NVQ Level 2 or 3 in Business Administration) or equivalent experience.	Essential	✓	
3.	First Aid and Administering Medication qualifications or willingness to undergo training.	Essential	✓	
4.	Training or experience in school management systems (e.g., SIMS, Arbor).	Desirable	✓	✓
<b>EXPERIENCE</b>				
5.	Previous experience in a general administrative role, preferably within a school or educational environment.	Essential	✓	✓
6.	Experience of working with office equipment such as photocopiers, printers, and fax machines.	Essential	✓	✓
7.	Experience in handling telephone and face-to-face inquiries and providing customer service in a professional and efficient manner.	Essential	✓	✓
8.	Experience using computerised management information systems and Microsoft Office Suite (Word, Excel, Outlook, etc.).	Essential	✓	✓
9.	Experience handling confidential information with discretion and professionalism.	Essential	✓	✓
10.	Experience of supporting events or school activities, such as parent-teacher meetings, school trips, or fundraising events.	Desirable	✓	✓
11.	Experience working with social media platforms or managing school communications (websites, newsletters, etc.).	Desirable	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
12.	Excellent organisational and time-management skills with the ability to prioritise tasks and meet deadlines.	Essential	✓	✓
13.	Strong communication skills, both written and verbal, with the ability to communicate effectively with staff, students, parents, and external stakeholders.	Essential		✓
14.	Strong attention to detail with the ability to maintain accurate records and manage sensitive information	Essential	✓	✓

	confidentially.			
15.	Knowledge of safeguarding policies and procedures within a school setting.	Essential	✓	✓
16.	Ability to work effectively as part of a team and independently, using initiative where required.	Essential	✓	✓
17.	Ability to adapt to changing circumstances and be flexible in meeting the needs of the school.	Essential	✓	✓
18.	Knowledge of data protection and confidentiality regulations in an educational context (e.g., GDPR).	Desirable		✓
19.	Knowledge of school policies relating to attendance, welfare, and safeguarding.	Desirable		✓
<b>PERSONAL CHARACTERISTICS</b>				
20.	A professional and welcoming attitude with a commitment to providing excellent customer service.	Essential		✓
21.	Discretion and integrity in handling confidential information.	Essential		✓
22.	Demonstrates a proactive approach to tasks and responsibilities.	Essential		✓
23.	A positive, “can-do” attitude with a willingness to learn and develop professionally.	Essential		✓
24.	Ability to remain calm and professional in high-pressure situations.	Essential		✓
25.	A flexible, adaptable approach to work, able to manage competing demands.	Essential		✓
26.	A commitment to promoting the vision, ethos, and values of the school.	Essential		✓



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