

Shevington High School

Senior Administration Officer

Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that “life is what I make it!”



Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”

Life is what you make it!

WELCOME TO OUR SCHOOL

Many thanks for your interest in this post. We hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years, the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school. We have 178 students in all years and are currently oversubscribed with a waiting list in Year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington in that we put the student at the centre of learning through the delivery of high quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 9 years on Student Agency in Learning in conjunction with Kunskapsskolan Schools (Sweden) for which we have been recognised as a KED inspired school.

The school has a robust teaching and learning strategy incorporating digital devices and using Google Classroom to enhance student learning. A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.



Senior Administration Officer

**Required from: September 2026
37hrs per week (Term-time Only)**

Salary: G7 (scp 20-25)

Pro-rata term-time £27,197.41 - £30,339.41
(pay award pending)

**Hours: Monday - Thursday 08:30 - 16:30
Friday 08:00 - 16:00**

Closing date: Thursday 9th July 2026 - 12 noon

Shevington High School is a successful and popular 11–16 community school built upon our core values of respect, inclusion, aspiration, and kindness. We pride ourselves on fostering a supportive environment where both our students and staff can thrive.

We are seeking to appoint a dedicated, highly organised, and proactive Senior Administration Officer to lead our school's administrative functions and support our continued success.

The Role

The successful candidate will play a pivotal role in the smooth and efficient running of the school. You will oversee daily administrative operations, manage a small team of office staff, and act as a key point of contact for parents, visitors, and external partners.

Key Responsibilities:

The successful candidate will:

- Demonstrate strong leadership and organisational skills, excellent attention to detail, a commitment to confidentiality, and the ability to manage multiple priorities within a busy school environment.
- Lead and manage the school's administrative team, ensuring effective day-to-day office operations, clear communication, and high standards of service.
- Possess excellent communication skills, a proactive approach to problem-solving, and a commitment to supporting the school's vision and values.
- Streamline office workflows, continuously looking for ways to improve administrative processes to save time and resources.

About you

We are looking for someone who models our core values every day. The ideal candidate will have:

- Exceptional organisational skills with the ability to prioritise a busy workload, multitask, and meet tight deadlines under pressure.
- Strong leadership capabilities, with a track record of motivating, supporting, and managing a team.
- Excellent communication and interpersonal skills, allowing you to build warm, professional relationships with staff, pupils, parents, and governors.
- Advanced IT literacy, with strong proficiency in Microsoft Office (Word, Excel) and experience working with database systems including SIMS

What We Offer

- A warm, welcoming, and genuinely supportive staff community.
- Opportunities for continuous professional development (CPD) and career progression.
- A vibrant school environment where your contribution is visible and highly valued.

Salary & Benefits

- Salary G7 (scale point 20-25)
- Children of staff are included as one of the priorities on our admissions criteria for those wishing to support an application for their child to the school.
- Enhanced Induction for all new staff
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team and School Workload Charter

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2025.

How to Apply

Application forms to be returned to Mrs L Thompson ltompson@shevingtonhigh.org.uk

Job Description

Senior Administration Officer



<p>Job purpose:</p>	<p>The Senior Administration Officer is responsible for leading and managing the school's administrative functions, ensuring the efficient delivery of high-quality support services across the school.</p> <p>Provide a comprehensive and confidential administrative and support service for the Headteacher, Senior Leaders, School Staff and governing Body.</p> <p>Oversee the administration team, providing strategic and operational administrative support, and ensures compliance with statutory requirements, data protection legislation, and school policies.</p> <p>The postholder will contribute to creating a welcoming, professional, and effective environment for staff, students, parents, governors, and visitors.</p>
<p>Reporting to:</p>	<p>Headteacher, SBM, PA to Headteacher/Communications Manager</p>
<p>Liaising with:</p>	<p>Headteacher, SBM, SLT, teachers and Support staff, LA representatives, external agencies and parent/carers</p>
<p>Responsible for – Staff</p>	<p>Administrative staff in the School Office</p>
<p>Salary:</p>	<p>G7</p>
<p>Disclosure Level:</p>	<p>Enhanced</p>
<p>Job Outline – key responsibilities</p>	
<p>Leadership</p> <ul style="list-style-type: none"> • Lead and manage the school office team, ensuring the effective delivery of administrative services across the school. • Provide leadership and support to administrative staff, allocating workloads and ensuring efficient and smooth service provision. • Oversee the day-to-day operation of the school office and promote a positive image of the school at all times. • Plan, develop, and review administrative systems and processes, making recommendations for improvement where appropriate. • Provide cover and support for members of the administration team during periods of absence or increased workload. • Ensure administrative support is provided for all school events, including parents' evenings, open evenings, welcome events, and other activities, including those held outside normal school hours. • Conduct appraisal and review meetings for administration team. <p>Administration and Governance</p> <ul style="list-style-type: none"> • Deliver a highly efficient and confidential administrative service across the school. • Provide clerking and minute-taking support for meetings, e.g. exclusion panels, other formal meetings/proceedings and on occasion Governing Body meetings. 	

- Co-ordinate Governing Body administration, including collation of meeting papers and reports and their submission within the regulation timescales, administration of Governor elections.
- Prepare, collate, and redact documentation for exclusion panels and support the Headteacher and senior leaders with all related administrative processes.
- Ensure statutory school policies are reviewed, maintained, and updated in accordance with legislative requirements.
- Support compliance with data protection legislation, including Freedom of Information requests, Subject Access Requests, data breach administration, including the collation and redaction of sensitive information.
- Maintain strict confidentiality regarding student, staff, and school information, ensuring compliance with GDPR requirements.
- Ensure adherence to school data retention policies and procedures.
- Support all administrative processes relating to student admissions and transition into school.

Human Resources Administration

- Coordinate the administration of staff recruitment, onboarding, induction, contract changes, and leavers.
- Maintain the Single Central Record and ensure all safeguarding and compliance checks are accurately recorded.
- Manage the school's online training platform, ensuring mandatory and induction training is completed and records remain up to date.
- Submit new starter documentation and staffing changes to the Local Authority and relevant internal systems.
- Conduct Support staff wellbeing check-in meetings, return-to-work meetings, and support with attendance meetings and occupational health referrals.
- Ensure staff absence documentation is accurately completed, submitted via the Local Authority portal (iTrent), and appropriately filed.
- Prepare and submit monthly sickness absence returns to the Local Authority.

Resource Management

- Manage and monitor the reprographics, administration, hospitality, and first aid budgets and resources.
- Ensure resources are used effectively and represent value for money.
- Maximise the use of ICT systems and technology to improve efficiency, service quality, and communication.

Communication and Professional Responsibilities

- Develop and maintain effective working relationships with staff, students, parents, governors, and external agencies.
- Communicate clearly and professionally, both verbally and in writing.
- Participate in professional development activities and undertake all mandatory training requirements.
- Be willing to work occasional additional hours, including evenings and weekends, to support school events and operational requirements.
- Cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.
 To continue personal development in the relevant area.
 To participate in the staff review and development appraisal process.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within the designated work area.

Person Specification / Selection Criteria Admin Level 7

A. Experience	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of implementing and using a range of software packages for financial/office administration e.g. word and excel	E		A, I, R, T
Experience of using Access or other similar database programmes	E		A, I, T
Previous supervisory experience	E		A, I
Experience of undertaking HR based procedures	E	D	A, I
Experience of using computerised financial/management systems		D	A, I, R
B. Training and Qualifications	Essential	Desirable	Source
NVQ level 4 in Finance or Business Administration or equivalent relevant qualification or comparable level of relevant experience	E		A, I, R
Certificate in Personnel Practice or equivalent recognised qualification		D	A, I
ILM or equivalent level of supervisory experience/qualification	E		A, I
Certificate in School Business Management (CSBM)/willingness to work towards		D	A, I
C. Knowledge and Understanding	Essential	Desirable	Source
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.			
Knowledge of a range of complex office procedures	E		A, I
Knowledge of developing and maintaining administrative and financial procedures	E		A, I
Knowledge of managing and/or monitoring budgets	E		A, I
Understanding of a range of administrative and/or financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of personnel related issues		D	A, I

D. Personal Skills, Attributes and Competencies Applicants should be able to provide evidence that they have the necessary skills and abilities required.	Essential	Desirable	Source
Ability to deliver polite, courteous and efficient customer service	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve a range of problems	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
To work occasionally out of hours work to support school functions		D	I
Proven ability to supervise and develop staff	E		I
To take responsibility for self development and undertake training as required	E		I
E. Legal Issues	Essential	Desirable	Source
Legally entitled to work in the UK	E		I