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**Application Pack -**

**Administration Assistant**

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

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| --- | --- |
| **Appointment Type** | Temporary, in the first instance |
| **Start Date** | September 2025 |
| **Hours** | 37 hours per week  Monday to Friday  Term time + 2 weeks (40 weeks in total) |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scale  Grade 4 £23,364- £25,001 pro rata  Actual salary £20,585 - £22,027 |
| **Closing Date** | Thursday 7th August 2025 |
| **Interview Date** | w/c 11th August 2025 |

**Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.**

Application forms can be accessed from www.sandbachhigh.co.uk

**Job Description Administration Assistant**

**Responsible To: Administration Team Leader**

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| 1 | Provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced, cover of main reception at lunchtimes or during receptionist’s absence. |
| 2 | Complete Daily attendance for Malala and Parks houses. Maintain accurate records of attendance, issuing 1st day texts for all pupils, including vulnerable students. Classroom checks for vulnerable students and delivering messages to students. Raise any concerns with regard to attendance matters or persistent absenteeism with the Admin Team Leader. Provide regular statistical data and reports to the Form Tutors, Pastoral Leads, Admin team leader and Deputy Head. |
| 3 | Ensuring missing registers are cleared daily for all Year 7 to 11 students, whilst addressing unexplained absences, missing/conflicting marks. |
| 4 | To be one of a small group of support staff undertaking emergency first aid duties to pupils on a rota basis to include the issuing of prescribed medication to pupils. |
| 5 | Take responsibility and undertake administration duties in connection with achievement evenings |
| 6 | Design and check documentation to meet quality and standard required by the Admin Team Leader/Deputy Head, including certificates/letters of commendation/attendance awards. |
| 7 | Manage the Repro Inbox, maintaining and escalation of lunchtime and afterschool detentions, collecting detainee’s and supervising until SLT collect. Ensuring communications are sent to parents swiftly, whilst addressing undeliverable’ s, ensuring all parents receive the communication. Updating student records as and when required to ensure email addresses and home addresses are accurate and requested changes are actioned. |
| 8 | Provide general administrative support to the Attendance Lead/Admin team leader |
| 9 | Seek approval of Absence and Holiday requests from the Attendance Lead/Admin Team Leader upon receipt, send timely responses and maintain accurate records, linking to student records. |
| 10 | Assist with accurate input of data collection sheets and collation/distribution of year-end information, tidying of Year 7 data following import of electronic files. Authorisation/checking of data input by parents via Edulink and any other requests received by email. Updating First Aid/Lockdown/Fire Drill information sheets. Update Fire Drill Paperwork (Following a drill and on a termly basis to ensure it remains current and up-to date) |
| 11 | Organise vaccinations, ensure booking of rooms, liaising with staff to ensure girls are aware of date, time and locations and consent forms are returned. |
| 12 | Responsible for the organising and setup of student photograph’s (Year 7, 9 and 11) |
| 13 | Open Evening/Morning – Printing/Collating flyers for open evening. Organise Tour Guides, production of letters and distribution of thank you letters. |
| 14 | Responsible for Pupil Reception between 8am-8.30am, during break-time and lunch periods, and 3.15 – 3:30pm. Assisting with student queries, uniform spares, distribution of paracetamol and ibuprofen. Ensuring students are returned to lesson promptly upon the bell. |
| 15 | Staffing the late book at reception, questioning students as to why they are late, and recording the information obtained, inputting this information into sims and issuing late notifications to parent/carers. |
| 16 | Administrative support for the Leadership Ladder System |
| 17 | Manage the running tally of house points. |
| 18 | Providing a full Reprographic service for the school to ensure that all documentation is provided to a high standard including prioritisation of reprographic requests. Manage the Repro Jobs inbox. Keep the reprographic room clean and safe. Take responsibility of photocopiers – keeping stock of parts/contacting engineers. Replenish paper and toner for the photocopiers in Repro, main corridor and staffroom (daily), ensuring form lists are readily available in the staff room, and that staff/student forms/documents are in stock, copying as required. Responsible for updating the Masterfile. |

**Notwithstanding the detail in this job description, in accordance with the School’s Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Trustee Board from time to time, up to or at a level consistent with the main responsibilities of the job e.g. undertaking a range of office duties (photocopying/word processing/filing/telephonist & receptionist duties) & provide general administrative support to school colleagues in the office as requested. This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder’s professional responsibilities and duties.**

**Person Specification Administration Assistant**

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| --- | --- | --- | --- | --- | --- |
|  |  | **Essential** |  | **Desirable** | **How**  **identified** |
| **Qualifications and Training** | • • | * GCSE at Grade C/5 or equivalent in Maths and English |  |  | Application |
| **Relevant Experience** | •  • | * Experience of working in similar administration environment. |  |  | Application  References  Interview |
| **Skills and Knowledge** | •   * •   •   * • •   • | * Good knowledge of Microsoft packages, Word, spreadsheets, Power-point, Excel + SIMS pupil database, and Outlook. * Good communication skills. |  |  | Application  References  Interview |
| **Personal**  **Qualities** | •  • • •  • | * To be able to work as part of a team and build positive relationships. * An ability to take initiative and seek advice where appropriate. * Energy and enthusiasm. * Commitment to safeguarding and promoting the welfare of children and young people. * A commitment to continue own personal development. | • | A reasoned educational philosophy  commensurate with the school’s ethos and values. | References Interview |

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

|  |  |
| --- | --- |
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