



Walkwood

Church of England  Middle School

Recruitment information: Administrative Assistant and Attendance





Our Vision:

In our inclusive community,
Each valued individual is taught self-belief
We are resilient and optimistic,
Caring for ourselves and our peers.
We are Children of God, with hope,
Awe and wonder in our hearts.

Our Bible verse:

Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you. *Ephesians 4:32*

Our core values:

Kindness

friendship

Truthfulness

Respect

Respect - Believe - Succeed



Headteacher's introduction

Thank you for taking time to request information about the appointment of an Administrative Assistant and Attendance at Walkwood Church of England Middle School. Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence. High standards for behaviour across the school are promoted by all staff to enable a purposeful learning environment in which all children can flourish.

We are seeking to appoint an Administration Assistant (Attendance) to support the effective operation of the school's administrative and organisational systems. The successful candidate will play a key role in promoting excellent attendance and punctuality by monitoring registers, recording and following up on lateness, and working closely with the wider attendance team.

As a front-facing member of staff, the post holder will act as an initial point of contact for parents/carers, visitors and other stakeholders. They will be an ambassador for the school, consistently demonstrating our values, vision and ethos in all interactions.

The successful candidate will enjoy working as part of a collaborative team and will be able to build positive and effective relationships with pupils and their families. They will demonstrate professionalism, initiative and a commitment to providing a high-quality service, while acting as an excellent role model for our school community.

Previous experience of working within a school office environment is desirable. Applicants should also hold GCSE qualifications in English and Mathematics at Grade 4/C or above (or equivalent).

If you wish to be considered for this post at Walkwood Middle School, please complete an application form. Kindly send your documents to recruitment@walkwoodms.worcs.sch.uk by **9.00am** on the **21st September 2026**. Short-listed candidates will be contacted soon after this date and interviews will be held the following week. Tours of the school will be part of the interview day. CV's will not be accepted.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Mrs Caroline Lowe
Headteacher



Job description

Part I

Walkwood CE Middle School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Part II

Post title:	Administrative Assistant and Attendance
Salary and Grade:	SC2 £ 24,796 to £ 25,185 pro rata (further pay award April 2026)
Responsible to:	Office Manager
Hours of work:	8:15 am – 4 pm (including 45 minutes lunch break) 35 hours per week, 5 days a week term time only plus 5 Inset days

Purpose of the Job

The administrative assistant is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Part III

Main responsibilities are to:

Reception

- Create a professional and welcoming reception for all visitors and parents, acting as a first point of contact and presenting a positive and professional image of the school.
- Manage signing in and out of all visitors in line with school safeguarding practice.
- Manage arrival and departure of all external visitors to school site, assisting with control of the front gate.
- Manage pupils' arrival to school after morning bell and also departure from school site if this varies from usual dismissal time or there is a specific reason they are exiting school via reception.
- Deal with telephone, email and face-to-face enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary in a timely manner.
- Assist staff and pupils with the information and support they need.



General administration

- Update manual and computerised record/information systems.
- Assist with managing the school's office email account, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Sort and distribute mail, incoming and outgoing post.
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Update pupil information as required with regards to registering pupil attendance
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying.
- Assist with organising parents' evening through booking appointment on Epraise if parents/cares contact school.
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Monitor RESETs, communicating with RESET team if an incident has not been responded to

Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary.
- Communicate the attendance information to all staff following attendance procedures.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.
- Work with the safeguarding team where further action or escalation is needed and communicate these to parents via Arbor system.
- Ensure that Epraise and/or systems are updated for late pupils and monitor patterns of lateness.

First Aid (desirable)

- Maintain up to date first aid training.
- Administer first aid and record as required in line with the school's First Aid Policy.

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school



Other areas of responsibility

- Read and follow the relevant school policies.
- Undertake training required to develop in the role.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- Contribute to the safety of children and young people and protect them from harm.

All staff within the school are expected to demonstrate a commitment to safeguarding children.

The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. The duties described in this Job Descriptions must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all people and is consistent with the school's policies relating to equality, diversity and wellbeing. It may be reviewed annually or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding, the well-being of children and young people and the promotion of fundamental British values and expects all staff and volunteers to share this commitment.

Signed : Date.....

Signed : Date.....

For and on behalf of Walkwood CE Middle School



Person Specification

CRITERIA	QUALITIES
Qualifications and training	• First aid training (or willingness to complete it) • GCSE English and maths (or equivalent)
Experience	• Carrying out administrative tasks • Dealing with face-to-face, telephone and email interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	• Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

Additional Requirements



- Enhanced DBS clearance
- Commitment to safeguarding and promoting the welfare of children and young people

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.

