



Appointment of an Administrative Assistant and Attendance

Remuneration: Scale 2 from £ 24,796 - £ 25,185 pro rata (further pay award April 2026)

8:15 am - 4:00 pm (including 45 minutes lunch break)

35 hours per week, term time only plus 5 Inset days

“The school’s ethos and values are central to every aspect of school life at Walkwood Church of England Middle School. Relationships between pupils and teachers are strong. Pupils enjoy their learning. Pupils achieve well, including those with special educational needs and / or disabilities (SEND)”

SIAMS stated (2024):

Led by the vision, leaders are resolute in driving forward the work of the school. This ensures positive outcomes for pupils and adults.

Pastoral care is exceptional and extends from the school into the local community. As a result of this feeling of being treasured, lives are transformed.

There is a strong culture of togetherness, respect and trust between all members of the school community.

Walkwood Church of England Middle School are looking to recruit an Administrative Assistant and Attendance.

We are looking for an Admin Assistant and Attendance who:

- Can 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
- Can deal with telephone, email and face-to-face enquiries efficiently and in a professional and supportive manner
- Will respond to messages promptly and accurately, passing on information to relevant staff members as necessary in a timely manner
- Will update manual and computerised record/information systems
- Will monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Will monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Is proactive, flexible and works effectively as part of a team
- Has excellent communication skills with pupils and all stakeholders
- Is a reflective practitioner
- Is committed to their own professional development

- Is committed to promoting our Christian Ethos and values
- Has GCSE passes in Maths and English (4+)

We can offer:

- A committed and supportive leadership team
- Wonderful, motivated children
- A commitment to your future professional development
- Support from the whole community of our church school
- Support from The Spire Church of England Trust, of which Walkwood is an affiliated school.

Previous experience is desirable for this role, although not essential. Experience of working in a busy school office is desirable.

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

For full details of this position and how to apply, please visit our website at www.walkwoodms.worcs.sch.uk. The application deadline is **21st September 2026 at 9 am**. Interviews will take place the following week after the closing date. CV's will not be accepted.