



**Acklam Grange School
The Legacy Learning Trust
Lodore Grove, Middlesbrough, TS5 8PB
Tel: 01642 277700**

School website: www.acklamgrange.org.uk
E-mail: humanresources@acklamgrange.org.uk

**Attendance and Welfare Administrator
Grade D Point 6, £25,989 (actual salary £22,455)
FTC until 31.08.2027, in the first instance
37 hours per week, (hours are negotiable)
Term time only plus 1 week
Start Date: ASAP**

Are you.....

- ***Passionate about working with young people (11-16)?***
 - ***Excited to work in a fast-paced environment?***
 - ***Skilled in empowering and supporting students?***

Acklam Grange School is looking to recruit an enthusiastic, conscientious and hardworking individual to complement our attendance team. The successful applicant will have the ability to provide a professional administration service and adhere to the School attendance procedures. The ability to work as part of a team is essential.

At The Legacy Learning Trust, we are a strong, growing, cross-phase Trust, rooted in our local community and committed to ***placing learners and learning at the heart of all that we do.***

We welcome applications from candidates who align with the values we pride ourselves upon:

- Strong relationships
- High expectations and aspirations
 - Equality and equity
 - Celebrating diversity

We are committed to the ongoing professional development of all of our staff and value the contribution they make each and every day to enrich the lives of our learners. If you would like to be part of our TLLT family **we can offer you:**

- A staff wellbeing package offering support in all areas of wellbeing and comfort
- Fantastic ongoing and everchanging CPD opportunities and packages led by experts
- A commitment to staff development and sharing best practice
- A culture based on shared values, driven and empowered by staff
- An exceptional leadership team, passionate about our learners
- A comprehensive, inclusive, family working environment firmly rooted in our local community
- An environment where staff and students alike feel valued, encouraged and empowered to reach their potential
- Competitive salaries and pensions schemes (TPS & LGPS)
- Family friendly policies and values
- Discounts and benefits

**To apply please visit www.acklamgrange.org.uk.
Please refer to the supporting documentation, and complete the application form.
Please return it electronically to humanresources@acklamgrange.org.uk**



Closing date: Monday 20 July at 12 noon

Interview date: Friday 24 July 2026

Visits to Acklam Grange School are encouraged and welcomed. We would be delighted to welcome you to our School and show you what we have to offer.

If you would like to arrange a visit or have any questions, please contact humanresources@acklamgrange.org.uk.

Please note: the post holder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the rehabilitation of offender's act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Please see further guidance here:

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and, where applicable, a prohibition from teaching check will be completed for all applicants.