

# General Admin

## APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We believe that the success of a school lies in fostering high quality relationships between students, staff and the wider community and adherence to our values helps strengthen these relationships each and every day.

At Edgar Wood Academy, we work together to support every student to develop, both personally and academically. We aim to ensure that our students have the knowledge and skills to improve the communities that they live in, to enrich the society that they are part of and to make a positive contribution. As part of our Edgar Wood Promise, we have a curriculum which aims to secure outstanding progress, develop students' powerful knowledge and cultural capital, as well as their aspirations to be the best versions of themselves.

We are proud to be part of Altus Education Partnership Trust. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale.

In September 2022, students at Edgar Wood Academy were the first to experience our new building, and we are extremely lucky to benefit from its state-of-the-art facilities, designed to allow all students to flourish academically, culturally and artistically.

Our passion and commitment to ensuring our students' potential through high-quality teaching, in a safe and caring environment is key to the success of each and every student.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, willing to share, learn and keep abreast of current research. Enjoy working as a team and thrive on the challenge of working and contributing to the successful establishment of a school. Be someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink that reads "Paul Jones".

**Paul Jones**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is **28<sup>th</sup> March 2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **7<sup>th</sup> April 2025**

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

The post will be paid on support staff salary scale point 7-11 (£25,584 - £27,269). Actual salary is £24,372 - £25,977.

## Start Date

ASAP

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Sophie Bailey– HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding GMPF Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement
- Access to discounted gym membership with Your Trust
- Free annual flu vaccination vouchers
- Wide range of CPD opportunities
- Access to Blue Light Discount Scheme

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

# Role Description

<b>Job Title:</b>	General Admin
<b>Reports to:</b>	<b>Systems and Operations Manager</b>
<b>Contract:</b>	Permanent
<b>Salary:</b>	The post will be paid on support staff salary scale point 7-11 (£25,584 - £27,269). Actual salary is £24,372 - £25,977.
<b>Start Date:</b>	ASAP

## Overall Purpose of the Role

- To provide general administrative support to the school and assist in the efficient running of the school office under the instruction of the Systems and Operations Manager.
- To be an ambassador for the school, welcoming visitors and acting as the first point of reference over the telephone and in person.
- To contribute to the overall vision and ethos of the school, ensuring the best standards possible for students and staff.

## Key Responsibilities

### Reception Duties

- Provide a warm welcome to visitors, handling telephone and face-to-face enquiries efficiently and professionally.
- Ensure all messages are dealt with promptly and accurately, relaying relevant information to colleagues.
- Manage incoming and outgoing post.
- Maintain security and safeguarding procedures, including managing access, signing in visitors, and issuing identification badges.
- Provide information and support to staff and visitors, ensuring confidentiality and compliance with data protection procedures.
- Offer hospitality for visitors and act as a point of contact for any queries.

### Administrative Duties

- Undertake general administrative tasks such as typing letters, minute-taking, emailing, photocopying, and filing.
- Update and maintain manual and computerised records/management information systems, ensuring data is accurate and up-to-date.
- Raise requisitions for stationery and equipment, check and record goods received, and distribute them to departments.
- Process and scan invoices, statements, and school meal expenditure records, and liaise with the Finance Department and parents as needed.
- Support the administration of school events, including logistics, venue booking, and communication.
- Maintain the school diary, assisting with meeting and event coordination, and taking notes at meetings when required.
- Assist with pupil welfare, including supervising students during lunchtime and maintaining health and safety records.

- Ensure compliance with school policies on child protection, health and safety, security, confidentiality, and data protection.

### **Additional Duties & Responsibilities**

- Maintain and demonstrate the vision, values, and aims of the Academy, contributing to their development.
- Promote professional behaviours and a positive ethos within the Academy.
- Support diversity and ensure equal opportunities for all.
- Attend relevant meetings and participate in training to identify personal development needs.
- Undertake any other reasonable duties as determined by the Systems and Operations Manager.

### **Other:**

- The Trust is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. An Enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment, provide two satisfactory references, and confirm identity and right to work.
- Terms and conditions are specified within the contract of employment.

# Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
<b>QUALIFICATIONS</b>				
1.	GCSEs (or equivalent) in English and Maths at grade C or above.	Essential	✓	
2.	A relevant administrative qualification (e.g., NVQ Level 2 or 3 in Business Administration) or equivalent experience.	Essential	✓	
3.	First Aid qualification or willingness to undergo training.	Desirable	✓	
4.	Training or experience in school management systems (e.g., SIMS, Arbor).	Desirable	✓	✓
<b>EXPERIENCE</b>				
5.	Previous experience in a general administrative role, preferably within a school or educational environment.	Essential	✓	✓
6.	Experience of working with office equipment such as photocopiers, printers, and fax machines.	Essential	✓	✓
7.	Experience in handling telephone and face-to-face inquiries and providing customer service in a professional and efficient manner.	Essential	✓	✓
8.	Experience using computerised management information systems and Microsoft Office Suite (Word, Excel, Outlook, etc.).	Essential	✓	✓
9.	Previous experience working in a school or educational setting.	Desirable	✓	✓
10.	Experience of supporting events or school activities, such as parent-teacher meetings, school trips, or fundraising events.	Desirable	✓	✓
11.	Experience working with social media platforms or managing school communications (websites, newsletters, etc.).	Desirable	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
12.	Excellent organisational and time-management skills with the ability to prioritise tasks and meet deadlines.	Essential	✓	✓
13.	Strong communication skills, both written and verbal, with the ability to communicate effectively with staff, students, parents, and external stakeholders.	Essential		✓
14.	Strong attention to detail with the ability to maintain accurate records and manage sensitive information confidentially.	Essential	✓	✓
15.	Knowledge of safeguarding policies and procedures	Essential	✓	✓

	within a school setting.			
16.	Ability to work effectively as part of a team and independently, using initiative where required.	Essential	✓	✓
17.	Ability to adapt to changing circumstances and be flexible in meeting the needs of the school.	Essential	✓	✓
18.	Knowledge of data protection and confidentiality regulations in an educational context (e.g., GDPR).	Desirable		✓
19.	Knowledge of school policies relating to attendance, welfare, and safeguarding.	Desirable		✓
<b>PERSONAL CHARACTERISTICS</b>				
20.	A professional and welcoming attitude with a commitment to providing excellent customer service.	Essential		✓
21.	Discretion and integrity in handling confidential information.	Essential		✓
22.	Demonstrates a proactive approach to tasks and responsibilities.	Essential		✓
23.	A positive, “can-do” attitude with a willingness to learn and develop professionally.	Essential		✓
24.	Ability to remain calm and professional in high-pressure situations.	Essential		✓
25.	A flexible, adaptable approach to work, able to manage competing demands.	Essential		✓
26.	A commitment to promoting the vision, ethos, and values of the school.	Essential		✓



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