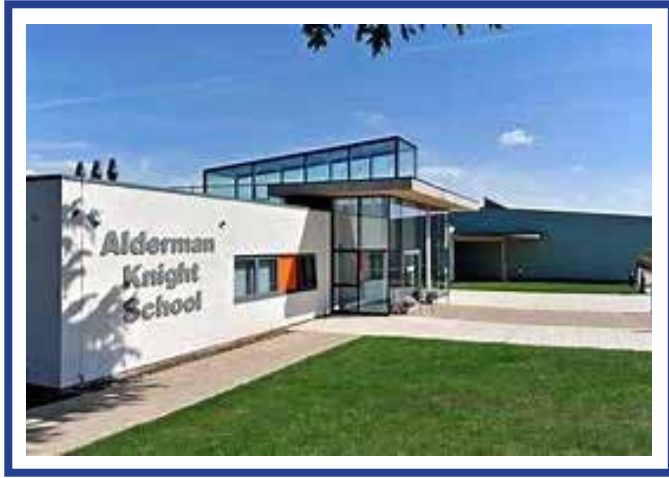


Candidate Information Pack Office, external visits and school

website Administrator



Closing date - 24th April 2025
Start date - As soon as possible

About our School

Alderman Knight School is located in Tewkesbury, Gloucestershire, just off Junction 9 of the M5.

We believe that Alderman Knight is a very special school with a unique approach. Whether you have worked in a mainstream or a specialist setting, we feel you'll find something truly special here.

What makes us unique?

We have 242 pupils aged from 7 to 19 years, across KS2 to KS5, supported by 108 dedicated staff. Prior to joining us, our pupils attended mainstream settings. Our pupils are neurodiverse and have complex needs. All share a love for learning. In our purpose built environment, and supported by passionate and dedicated staff, they are able to achieve highly and every day they exceed their own and their families expectations.

In April 2024, we were delighted that Ofsted described us as an exceptional school. Ofsted highlighted our warm, calm, and productive atmosphere and our high expectations, recognising these as important factors contributing to our pupils' successes.

A recent visitor shared, "Being in your school reminded me why I became a teacher. I was deeply moved by the enthusiasm your pupils have for learning."

Across the phases we follow the National Curriculum and our curriculum mirrors a mainstream model. However, underpinning everything is a strong focus on developing effective communication and interaction skills and personal and social development.

Our secondary pupils are taught in specialist rooms with subject specialist staff. Many achieve a wide range of accreditations including GCSEs, supporting their transitions to further education, training or employment.

Alderman Knight is a great setting for staff looking for a fresh, rewarding challenge. You don't need special educational experience—many of our teaching assistants and teachers, including senior staff, have come from mainstream schools. What matters most is your passion for making a difference on a daily basis to our pupils.

Joining us means being part of a motivated, energetic team with high expectations of ourselves and our pupils. We provide plenty of opportunities for professional development, growth, and CPD.

If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

We are really proud of the opportunities offered to our pupils. If you would like to get more of a feel for the wide range of learning experiences across a school week, please take a look at our '[Celebratory News](#)'. Each week our tutor groups put together a slide of their week, to be shared with our school community and posted on our website.

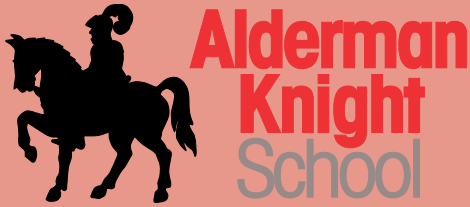
You are also welcome to visit, please do email. hr@aldermanknight.gloucs.sch.uk

Best wishes

Clare Steel

Clare Steel
Headteacher





Closing Date: 24th April 2025

Interview date: 2nd May 2025

Office, external visits and school website administrator

Start date: As soon as possible.

Salary: Grade 5, points 11-14, (£27,269 to £28,624 per annum pro rata)

Contract: 30 Hours a week, in school, term time only plus 5 INSET days and 1 additional week.

To support the continued growth of the school, the Governors are looking to appoint an experienced administrator who will have responsibility for supporting the school's educational visits co-coordinators, maintaining and supporting development of the website as well as supporting our current office team.

The hours are 30 per week, five days in school, 6 1/2 hours per day with 30 minutes lunch break. This is a great opportunity for someone who maybe in a similar rewarding role.

The job description gives an overview of the main purpose of the role and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that that will support you in this role. Please also browse our website.

Obviously, a visit to our school and an opportunity to meet our children and staff is the best way to find out more about us and whether this could be the post for you. If you would like a visit to school, please contact hr@aldermanknight.gloucs.sch.uk with your request.

In return for your commitment we can offer you:

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school was designed specifically to meet the needs of our pupils, the building is fully accessible, bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and professional growth.
- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- **An interesting and varied range of activities – no two days are the same!**
- **Opportunities** to be involved in the wider activities of the school and the local community.

Additional Perks:

- Membership in either the Teachers' Pension Scheme or Local Government Pension Scheme (role dependent.)
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

One of the great things about the school is that staff and governors are never content to just 'sit still'. Together with the local community and the Local Authority, we are continuing to look at ways we can further develop the school to ensure we always provide the very highest quality of support for all our young people and their families.

As part of the interview process short-listed candidates will have an opportunity to spend time in school. If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / Employer.

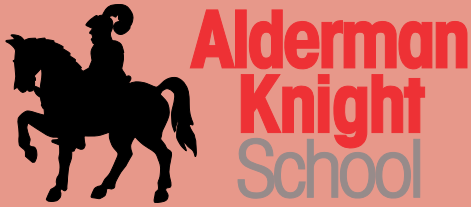
If you are selected for interview, we will request references prior to the interview. This could be both verbal and/ or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out Social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.





Job Description

Post title:	Office, external visits and school website administrator
Responsible to:	School Business Manager
Salary:	Grade 5, points 11-14, (£27,269 to £28,624 per annum pro rata)
Contract:	Permanent, 30 Hours a week, in school term time only plus 5 INSET days and 1 additional week.

Terms:

As detailed above the position is for 30 hours per week, five days in school, 6 1/2 hours per day with 30 minutes lunch break. Plus 5 INSET days and 1 additional week to be worked during the summer holiday to prepare for the new school year.

Job Purpose

- To support the External Visits-Coordination with the day-to-day coordination and organisation of all educational off-site visits to ensure that they are organised in line with school policy, including liaising with those staff leading on out of school activities.
- To be responsible for the admin management of the school website ensuring it is compliant and information is up-to-date.
- Assist in a variety of administrative duties to support the smooth running of the school.

Duties and Responsibilities

External Visits

- Liaise with the Educational Visits Co-ordinator to ensure educational trips meet the school's requirements. Setting deadlines for each visit ensuring a smooth running of the trip process.
- Make bookings with venues and coach transport, obtaining costings where necessary and communicate these costs with EVC and trip leads.
- To liaise with tutor, pastoral and medical teams to ensure that all relevant documentation and medication is produced and put together as a pack for all trips for the trip leader and staff.
- To ensure all documentation is produced and is accurate for all trips and copies are left in the offsite forms folder in reception and uploaded to the eVisit system.
- To support the EVC with ensuring the correct risk assessments are gathered prior to a trip.
- To ensure that all procedures are followed for all trips.
- To assist in the planning and coordination of leavers weeks for Year 11's, post 16 and all school residential trips.
- Where the visit links to careers, log opportunities on the Compass + system.

Website

- To ensure that the school website is compliant with most recent Department of Education guidelines.
- To be responsible for the admin management of the school website. Supporting relevant school staff to ensure that the content is accurate and up to date.
- To work with the IT Manager to upload content to the school's website.
- To support the creative development of the website

General Administration

- To provide general admin support e.g. photocopying, filing, emailing, completing forms and responding to correspondence
- To process school documentation using Word and Excel.
- To use Weduc, the school's communication portal, to send letters home.
- To provide reception cover for welcoming visitors, pupils and parents ensuring that the enquirer is dealt with in a positive, sensitive, and professional manner.
- To answer telephone calls promptly and deal with all enquiries in a sensitive and professional manner.
- Assist with the production of pupil reports.
- Undertake training required to carry duties
- To undertake any other duties commensurate with the duties/responsibilities/grade of the post as required for the efficient running of the school office.
- The post holder may be required to do other duties appropriate to the level of the role, as directed by the School Business Manager

April 2025

Person Specification

	Qualities
Qualifications training and experience	<p>Essential</p> <ul style="list-style-type: none"> • 4 GCSEs or equivalent Grade 4-9, to include Maths and English. • Experience of working in an administrative role. <p>Desirable</p> <ul style="list-style-type: none"> • Level 3 qualification or above in a related area. • Experience of working in a school environment. • Experience of working with school systems such as Arbor or SIMs.
Knowledge and skills	<p>Essential</p> <ul style="list-style-type: none"> • Good knowledge of Microsoft Office. • Ability to use IT systems and to conduct analysis and produce reports. • Evidence of good literacy, numeracy and ICT skills. • Excellent data entry skills. • Excellent organisational, planning and time management skills. • Outstanding attention to detail. • Excellent verbal and written communication skills. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of school systems such as eVisits. • Able to obtain quotes and book transport with external companies. • A working knowledge of Parent Pay, Weduc, and other educational software packages. • Knowledge of school procedures. • An awareness of risks on an external visit and ensuring the correct risk assessments have been carried out.
Disposition, attitude and motivation	<p>Essential</p> <ul style="list-style-type: none"> • Loyal and trustworthy. • Clear understanding and respect for confidentiality. • Ability to build effective working relationships with AKS staff and external companies. • Ability to work under pressure, to tight deadlines and prioritise effectively. • Flexible and adaptable. • Embraces change well. • Ability to work in a team and alone. • Positive attitude to personal development and training. • Excellent communication skills. • Ability to make decisions. • Ability to resolve conflict.



Mission Statement:

“Learning and Achieving Together”

Vision Statement:

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

The Aim of the school:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.

Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View was completed ready for September 2021. The learning and working environments are second to none.



Contact Details

Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**

Email - hr@aldermanknight.gloucs.sch.uk

Website - www.aldermanknight.gloucs.sch.uk

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/office-external-visits-and-school-website-administrator-1477874>

To contact Alderman Knight School to arrange a visit or for further information please email:

hr@aldermanknight.gloucs.sch.uk