

Candidate Information Pack

Senior Team Executive Administrator



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





Senior Team Executive Administrator

Start date: As soon as possible.

Salary: Grade 7, points 21-25 (£32,115 - £35,235 per annum pro rata)

Contract: Permanent, 35 Hours a week, in school, term time only plus 5 INSET days and 1 additional week.

The hours for this post are 35 hours per week, in school and the post is term time only plus 5 INSET days and 1 additional week. This equates to approximately 0.8327 of a full time equivalent post and so the salary will be only approx. 0.8327 of the figures given above. The exact salary is dependent on individual circumstances and confirmation from Gloucestershire County Council.

This important vacancy has arisen following the decision of our current senior team administrator to take some time to focus on personal pursuits. This member of staff has contributed significantly over many years, both in this role and as Clerk to Governors, and will be greatly missed. There is a strong commitment to ensuring a smooth transition, with the outgoing member of staff keen to support the recruitment process and provide a comprehensive handover to their successor.

This role has developed significantly over time and is a critical one for me, as Headteacher. This post is essential to the smooth running of the school and contributes greatly during both routine and more challenging days.

The job description outlines the main responsibilities associated with the role. However, as the role continues to evolve, we are seeking a candidate who is adaptable and eager to shape the position in a way that reflects their own strengths and style. We are committed to encouraging individuals to work to their strengths. The person specification highlights the experience, knowledge, and skills considered most relevant for success in this role. Prospective applicants are also encouraged to visit the school website for further information.

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.

Please note - in order to help ensure a smooth handover we would ideally like to shortlist and interview before May half-term and the proposed interview date is Thursday 22nd May. Therefore, if you are interested please contact us as soon as possible if you would like more information or to visit. We would welcome applications by Monday 19th May. Thank you.

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:	Senior Team Executive Administrator
Responsible to:	Headteacher
Salary:	Grade 7, points 21-25 (£32,115 - £35,235 per annum pro rata)
Contract:	Permanent, 35 Hours a week, in school, term time only plus 5 INSET days and 1 additional week.

Terms:

As detailed above the position is for 35 hours per week, five days in school. Plus 5 INSET days and 1 additional week to be worked during the summer holiday to prepare for the new school year.

The hours for this post are 35 hours per week, in school and the post is term time only plus 5 INSET days and 1 additional week. This equates to approximately 0.8327 of a full time equivalent post and so the salary will be only approx. 0.8327 of the figures given above. The exact salary is dependent on individual circumstances and confirmation from Gloucestershire County Council.

Job Purpose

To provide a confidential and personal service to the headteacher and Senior Leadership team, carrying out a range of secretarial and administrative tasks and maintaining an efficient running of the headteachers daily business.

Duties and Responsibilities

Headteacher support

- Provide the Headteacher with confidential administrative support on all matters.
- Act as a confidential channel of communication with staff/parents and outside agencies and maintain good relationships with all students, parents/carers, colleagues, and external agencies.
- Assist in the management of the Headteachers' diary.
- Deal with correspondence as required, both incoming and outgoing.
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner, diverting calls through the right channels where necessary.
- Respond to emails for and from the Headteacher as required, forwarding, and dealing with them as necessary.
- Handle all confidential correspondence with discretion.
- Manage enquiries and requests efficiently, referring where necessary.
- Assist in any arrangements for visitors.
- Prepare the headteacher for meetings by assembling reports and relevant documents.
- Respond to appropriate requests for information from governors or external agencies.
- Attend and take minutes at meetings as required.
- Maintain accurate records in efficient files and online systems.

- Act as a point of contact for any complaints received log details and refer matters to appropriate members of staff as required, support with the complaints process as needed.

Recruitment Administration

- Liaise with the Headteacher regarding the schools recruitment needs, preparing job descriptions, person specifications and adverts.
- Place job adverts on recruitment platforms and preparing application paperwork for shortlisting.
- Contact shortlisted candidates in accordance with procedures, issue relevant documentation and take up references and other checks at appropriate time.
- Complete all administrative duties relating to the recruitment interview process.
- Carry out all pre-employment/safeguarding checks when relevant, including New Starter paperwork, DBS checks, Right to Work, Occupational Health and References.
- Prepare a new personnel folder, populating all the relevant information gathered – passing through to the Finance Officer.
- Prepare an Induction folder, supported by the senior team.
- Create new and current staff ID badges, with staff lanyards.
- Maintain the school Single Central Record (SCR) ensuring that it is up to date and accurate at all times. Support and provide appropriate information to the Headteacher / Governors when requested.

Consultations

- Be the first point of contact for all pupil consultations sent into school.
- Download and print all the consultation paperwork ready for review for Headteacher and the Admissions and Tribunals Manager, keeping accurate records of the consultations that come into school.
- Ensure that all paperwork responses are returned back to the Local Authority within the statutory time scale.
- Communicate with stakeholders in a timely and professional manner.

New Pupils

- Keep accurate records of all new pupils that are allocated to the school.
- Supported by the Headteacher, liaise with parents and schools regarding the transition process, in line with the current procedures.
- Prepare transition letters and booklets, supporting the Headteacher, AHT & Primary Manager.
- Be the first point of call for all new families, before the young person has started with school.

School Enquires

- Be the first point of call for all parental enquires regarding school.
- Keep updated 'contact form' for the school office to gather the parental information.
- Communicate via telephone and / or email, to all enquiries giving up to date information regarding Zoom Information meetings, after school tours and Open Days, signpost where appropriate.
- Book in all dates for Zoom, after school tours and Open Days and accurately keep records of visitors to school and /or Zoom attendees, updating the Headteacher.

Other areas of responsibility

- Monthly Top Ups (MTUS) – keep Arbor up to date with the current correct banding for each pupil, with the Finance Officer, carry out the monthly checks.
- Book and arrange the School Photograph days, with support. Update school systems and presentation boards with the up to date photographs of staff & pupils.
- Provide administrative support for the wider senior leadership team when required.

- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- 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.

These job details do not necessarily define in detail all the duties/ responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment following consultation with the post holder.

May 2025

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Person Specification

	Qualities
Qualifications training and experience	<p>Essential</p> <ul style="list-style-type: none"> • Educated to A level / Level 3 standard in relevant subject. • Experience of working in a similar role with equivalent expectations, regarding working to support staff and providing high quality senior level support. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a school environment. • Evidence of training in Arbor.
Knowledge and skills	<p>Essential</p> <ul style="list-style-type: none"> • High level of ICT skills and good knowledge of Microsoft Office. • Ability to use IT systems to conduct analysis and produce reports. • Excellent verbal, written and numeracy communication skills. • Ability to respond quickly and effectively to issues that arise. • Ability to plan, organise and prioritise to meet deadlines. • Ability to produce meeting minutes and documents of a high quality. • Excellent organisational, planning and time management skills. • Outstanding attention to detail. • Ability to use own initiative and take action accordingly. • Ability to build effective working relationships with colleagues. • Understanding of data protection and confidentiality. • Understanding of safeguarding. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of school procedures. • Experience in using Arbor or an equivalent MIS. • Experience of using school based systems or equivalent
Disposition, attitude and motivation	<p>Essential</p> <ul style="list-style-type: none"> • Ability to ensure confidentiality. • Loyal and trustworthy. • Organised, proactive and self-motivated. • Ability to work under pressure and prioritise effectively. • Ability to provide high standard of customer care and promote the school in a positive light. • Ability to work on own and as part of the school office team. • Good time management skills. • Willingness to attend occasional meetings outside normal office hours. • Positive attitude. • The ability to relate well to both children and adults communicating clearly and calmly. • Be able to respond willingly and appropriately to new and unexpected situations.



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/senior-team-executive-administrator-1484995>

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

hr@aldermanknight.gloucs.sch.uk