



Wood Bank School

From strong roots we grow and blossom

School Administrator

Recruitment Application Pack

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WELCOME MESSAGE

Dear Applicant,

I would like to take this opportunity to thank you for expressing an interest in applying for the School Administrator vacancy at Wood Bank School. This is an exciting new opportunity to expand our current Administration Team.

Our school is a thriving primary special school based in Calderdale that caters for 143 pupils with an extensive range of special education needs and disabilities (SEND). We are driven by our strapline statement: **"From Strong Roots We Grow and Blossom"** and as a result we actively seek to appoint motivated and positive people to join our team to ensure that all pupils experience a wonderful education at Wood Bank school.

Wood Bank is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practice will be undertaken before any appointment is confirmed, please refer to the enclosed information further in this pack.

I hope that once you have read this application pack, you will be inspired to apply. If so, I look forward to receiving your application. If you require special arrangements during the recruitment process, please contact us to discuss further.

Kind Regards,

Karen Muscat-Baron
Director of People



Wood Bank School
From strong roots we grow and blossom

📍 Wood Bank School, Dene View, Halifax, West Yorkshire, HX2 6PB
🌐 www.woodbank.calderdale.sch.uk
☎ 01422 884 170

ADVERT

Position: School Administrator

Contract: Permanent - Full Time (part time requests considered)

Required: 1 September 2025

Salary: Scale 5

Hours: Term Time Only (Plus 5 Days)

We are looking for a candidate who is:

- dedicated, organised and efficient
- positive and forward thinking
- committed to building relationships with all stakeholders
- approachable and highly professional

We will offer:

- A dynamic and friendly team
- High quality induction process
- A commitment to your performance and development plan
- A supportive senior leadership team

Applications are invited from prospective candidates who are able to demonstrate that they meet the essential criteria set out in the Person Specification.

Closing date: Friday 4th July 2025 (9:00am)

Shortlisting: Friday 4th July 2025

Interview/Assessment Day: Thursday 10th July 2025

Wood Bank 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.

Wood Bank School, Dene View, Halifax, West Yorkshire, HX2 6PB

Tel: 01422 884170

Email: admin@woodbank.calderdale.sch.uk

JOB DESCRIPTION

Post Title	School Administrator
Salary	Scale 5
Line manager/s	School Administration Manager and SLT

PRIME OBJECTIVES OF THE POST

To be responsible to the Senior Leadership Team (**SLT**) for the general administration of the school. Key duties to include: coordinating Education Health Care (EHC) reviews, pupil data management, internal/external communication and other general tasks commensurate with the post of School Administrator. Support and training will be given by the School Administration Manager. The postholder will be managed by SLT.

Duties and responsibilities

Education Health Care Plans (EHCP) Co-ordination

- To liaise with the Deputy Head to schedule EHCP review meetings for all pupils in line with Local Authority Guidance
- To maintain the pupil database for all EHCP review meetings
- To send invitations and monitor attendance of all attendees for all meetings
- To reschedule meetings as and when necessary
- When required to minute take and support the meeting reporting process
- To collate and distribute prepared reports to all attendees prior to the meeting
- To send final reports and minutes to all attendees within the Local Authority's timescales
- To maintain and monitor the SEN SharePoint, uploading and downloading reports, and sharing information with appropriate personnel
- To accurately maintain and record EHCP reports on all individual pupil files.

Pupil Data Management

- To be responsible for accurately monitoring and reporting on pupil daily attendance through SIMS, ensuring that all registers are completed on a daily basis.
- To communicate with parents via Text Message and Class Dojo with regards to pupil attendance
- To liaise with the Family Engagement Team to ensure that 'First Day Calling' procedures are followed and accurate records are kept.
- To follow safeguarding procedures as outlined in 'Keeping Children Safe in Education'
- To produce reports for school dinners and communicating through to the Catering team on a daily basis.

- To accurately record pupils leaving early with reporting through to Designated Safeguarding Lead (DSL) and Senior Leadership Team (SLT)
- To monitor, maintain and liaise with the Headteacher and Local Authority SEN Team regarding all consultations for pupil admissions
- To maintain and update all pupil records accurately in their online files
- To maintain and accurately update SIMS for both on boarding and off boarding of all pupils through end of year procedure and promotional mapping.
- To accurately prepare and present the School Census for SLT prior to uploading to the Local Authority
- To assist SLT in submitting the annual Key Stage Data

General School Administration

- To ensure effective communication with all stakeholders
- To ensure all paperwork is in place for school audits
- To minute meetings when required (personnel, teachers meetings, SLT)
- To type letters, correspondence when required
- To update and maintain policies (including uploading to school website)
- To maintain confidential staff records
- To adhere to safeguarding rules when reporting using the CPOMS system
- To liaise with transport and organise bus runs
- Assist with the maintenance of the school diary
- To take telephone messages and ensure that they are passed on efficiently
- To maintain up to date information on the school website and facebook page
- To organise daily pupil registers and initiate first day calling procedure

Management of School Visitors

- To provide a welcoming, effective reception service as the school's first point of contact
- To check the school diary to ensure visitors are expected and to check ID of unfamiliar visitors
- To ensure that visitors are entered in and out using the Inventory system
- To ensure that all visitors are well managed during their time in school
- To ensure safeguarding procedures are adhered to at all times

PERSON SPECIFICATION

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Good standard of education GCSE level in English and Mathematics (or equivalent qualification) 	<ul style="list-style-type: none"> Evidence of further or higher education, particularly business related 	Application form
Experience and skills	<ul style="list-style-type: none"> Evidence of delivering work output to a high standard/quality Strong experience working in an administration environment Proficient IT Skills use Microsoft excel and word and power point Excellent communication skills: written and spoken Excellent organisational skills to meet deadlines Commitment to delivery high levels of customer service from any sector/industry background 	<ul style="list-style-type: none"> Experience of working with School Information Management System (SIMS) Knowledge of Education Health Care Plans (EHCP) Experience of working with children with SEND 	Application form Interview References
Disposition	<ul style="list-style-type: none"> An excellent team player Ability to establish positive relationships Ability to use own initiative, be reliable and efficient Ability to maintain the strictest confidentiality at all times Ability to be flexible and adaptable Demonstrates strong interpersonal skills 		Application form Interview References
Training	<ul style="list-style-type: none"> Commitment to ongoing personal training and development 		Application form Interview

SAFER RECRUITMENT

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information. Please note that online searches for shortlisted candidates will be completed as part of due diligence checks ahead of interview in accordance with the Keeping Children Safe in Education 2023 guidance.

Applications

Wood Bank School uses Calderdale Council's Application Form for all advertised jobs. The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by applying they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in referral to other professional regulatory bodies where appropriate.

References

- A minimum of two references will be sought, one of which must be from current or most recent employer
- References will be sought directly from the referee and will be sent for immediately after shortlisting
- The school has a standard template which is used for all references
- The school only accepts references from a trusted authoritative. We do not accept references/testimonials from relatives, a partner or people writing solely in the capacity as a friend

SHORTLISTING

Before the closing date, a panel will be created and they will match your skills/experience against the person specification.

Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.

INTERVIEW & ASSESSMENT

The shortlisting panel will then conduct the arranged interviews and assessment process.

The panel will agree the assessment tasks and interview questions to be asked of each candidate. In addition to exploring the candidate's suitability for the post, the panel will explore:

- the interviewees attitude towards children and young people
- the interviewees willingness and ability to support the school's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidate's employment history
- any other concerns or discrepancies arising directly from the interview

The panel will then score the applicants on the assessment activities. A decision will then be made about the appointment(s).