



# Meole Brace School

Learning    Respect    Success

Applicant Information

**Administrative Assistant/Attendance**

Start Date: Week of 24th February 2025





# Meole Brace School

**Learning    Respect    Success**

January 2025

Dear Colleague

Thank you for taking the time to consider applying for the post of Administrative Assistant/Attendance

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations and welcome applications from individuals who share our ethos.

We are seeking to appoint a dedicated professional who is reliable, hardworking and is able to work effectively in a team. The role will require the postholder to be flexible, work using their initiative, have good communication skills and be well organised.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk) by 24th January 2025 at 12pm.

Yours sincerely,

Miss Seema Purewal  
Headteacher



**Headteacher Seema Purewal**

**Meole Brace School**

**Longden Road**

**Shrewsbury SY3 9DW**

**01743 235961**

**admin@meole.co.uk**

**[www.meolebrace.com](http://www.meolebrace.com)**





# Meole Brace School

**Learning Respect Success**

## About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a vibrant school with high expectations. We are all fully committed to providing a stimulating and high quality learning experience for all.

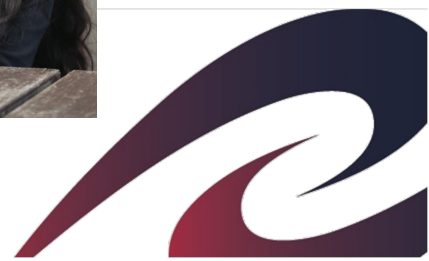
*"The school has an impressive knowledge of each pupil, underpinned by comprehensive and systematic tracking. It pays close attention to identifying and removing any barriers to pupils' success" Ofsted 2024*

*"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be" Parent Survey*

We have a wide ranging CPD program as well as individual pathways for staff at all levels of their career. We are part of a local multi-academy trust (Trust Schools) which includes 9 schools, 5 of which are secondary schools. This provides us with further valuable opportunities to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promoting innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by a dedicated leadership team. We operate on an ethos of mutual respect and kindness.

*Meole Brace School is "a respectful and positive environment where students feel safe and enjoy attending school". "The school's behaviour policy places a strong emphasis on rewarding positive behaviour and respectful attitudes". Ofsted 2024*





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## Advertisement – Administrative Assistant/Attendance

**Grade and SCP: Grade 5, SCP 6-7**

**£21,565 to £21,909**

**(£13.05 to £13.26 per hour)**

**37 Hours Per Week**

**Term Time + 5 PD Days**

**Required to start Week of 24th February 2025**

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations, and we welcome applications from individuals who share our ethos.

We are seeking to appoint an enthusiastic, hard working and reliable professional to join our friendly, committed team. You must be reliable, hard working, be able to use your initiative, have good communication and organisational skills.

Visits to the school are welcomed; please contact Mrs Julie Richards, on 01743 235961, to arrange a visit.

Further information about the school and an application pack visit our website: [www.meolebrace.com](http://www.meolebrace.com).

Completed application forms should be emailed to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk).

**Closing date: 24th January 2025 at 12.00pm**

**Interview date: 28th January 2025**

*Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.*

**Headteacher Seema Purewal**

**Meole Brace School 01743 235961**

**Longden Road admin@meole.co.uk**

**Shrewsbury SY3 9DW [www.meolebrace.com](http://www.meolebrace.com)**



## Job Description – Administrative Assistant/Attendance

- ▶ Administrative Assistant/Attendance
- ▶ Meole Brace School
- ▶ Reporting to: Deputy Headteacher
- ▶ Term time only Plus 5 PD Days
- ▶ Grade 5 and SCP 6-7

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

- ▶ Under the direction/guidance of senior staff; provide general administrative/financial support to the school.

### Principal Duties and Responsibilities

#### 1. Organisation

- ▶ Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- ▶ Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- ▶ Assist in arrangements for school trips, events etc.
- ▶ Liaison with EWO and parents.
- ▶ Provide support and guidance on attendance issues.
- ▶ Communicating with senior leaders and the EWO about attendance issues.
- ▶ Conducting investigations into pupil absences when necessary and sharing this information with senior leaders to investigate.

#### 2. Administration

- ▶ Provide general clerical/administrative support e.g. photocopying, filing, faxing, completing standard forms, responding to routine correspondence.
- ▶ Maintain manual and computerised records/management information systems.
- ▶ Produce lists/information/data as required e.g. pupil data.
- ▶ Word-processing and other IT based tasks.
- ▶ Take notes at meetings.
- ▶ Sort and distribute mail.
- ▶ Undertake administrative procedures, registers, school meals etc.





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## Job Description – Administrative Assistant/Attendance

Cont'd

- ▶ Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- ▶ Maintain stock and supplies, cataloguing and distributing as required.
- ▶ Operate uniform/snack/other 'shops' within the school.
- ▶ Provide general advice and guidance to staff, pupils and others
- ▶ Undertake general financial administration where appropriate.

### 3. Responsibilities

- ▶ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- ▶ Be aware of and support difference and ensure equal opportunities for all.
- ▶ Contribute to the overall ethos/work/aims of the school.
- ▶ Appreciate and support the role of other professionals.
- ▶ Attend and participate in relevant meetings as required.
- ▶ Participate in training and other learning activities and performance development as required.

### 4. Safeguarding

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

### 5. Data Protection and other statutory responsibilities

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.







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Cont'd

### 5. Other Duties

- ▶ Any other duties that the Headteacher, EHT/CEO/Governing Body/Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

### 6. Data Protection and other statutory responsibilities

- ▶ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### 8. Review and Signatures

- ▶ This job description is subject to review by the Headteacher/EHT/CEO/Governing Body/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in January 2025, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.





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## Person Specification – Administrative Assistant/Attendance

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>▶ Good standard level of education</li><li>▶ 5 GCSE's or equivalent, including English and Maths</li><li>▶ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification.</li></ul>	<ul style="list-style-type: none"><li>▶ First Aid qualification</li></ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"><li>▶ 2-3 years' experience of clerical/administrative work or relevant specialist work</li><li>▶ Good computer/keyboard skills</li><li>▶ Ability to take notes</li></ul>	<ul style="list-style-type: none"><li>▶ Experience of working in an educational setting or other relevant environment</li></ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>▶ Very good numeracy and literacy skills</li></ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"><li>▶ Willingness to participate in training and development opportunities</li><li>▶ Very good ICT skills</li><li>▶ Sufficiently fluent in spoken English to ensure effective performance in the role</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>▶ Excellent communication skills</li><li>▶ Ability to relate well to children and adults</li><li>▶ Ability to work well as part of a team</li><li>▶ Flexibility and reliability</li><li>▶ Ability to maintain confidentiality</li></ul>	







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## Person Specification – Administrative Assistant/Attendance

	Essential	Desirable
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>▶ Willingness to undertake an enhanced disclosure and Barring Service (DBS) check</li></ul>	

