



**WESTWOOD
COLLEGE**

**Westwood College, Westwood Park, Leek,
Staffordshire ST13 8NP**

Telephone: 01538 370930

Email: www.office@ttl.org.uk

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Autumn 1

School Administration Assistant

Grade 2

37 Hours per Week

Term Time Only, plus 6 INSET Days and 5 Days during the Summer School Holidays

Actual Salary: £23,166 per annum

Full Time Equivalent (FTE): £26,016 per annum

Dear Applicant

An exciting opportunity has arisen at Westwood College, and we are seeking to appoint a suitably organised, professional and motivated individual to join our school as a School Administration Assistant. This is an excellent opportunity to become part of a friendly, supportive and dedicated team at the heart of our school community.

The successful candidate will provide high-quality administrative support, helping to ensure the smooth day-to-day operation of the school while delivering excellent service to pupils, parents, staff and visitors. Working under the direction of the School Support Manager, you will provide a broad range of clerical, administrative and financial support across the school.

The post is term time only, with attendance required on all 6 staff INSET days. In addition, the successful candidate will work 5 days during the summer school holiday period to support essential administrative preparation for the new academic year. This arrangement offers an excellent balance between supporting school priorities and benefiting from a school-based working pattern with significant holiday periods.



About the Role

Key responsibilities include:

- Providing a welcoming and professional reception service for pupils, parents, visitors and external agencies.
 - Managing telephone calls, emails and routine enquiries efficiently and professionally.
 - Maintaining pupil records and school data using Arbor and other management information systems.
 - Supporting admissions, transition arrangements and post-16 administration.
 - Assisting with educational visits, school events and parents' evenings.
 - Preparing routine correspondence, reports and communications, including attendance, behaviour and suspension letters.
 - Monitoring school meal accounts and communicating with families regarding outstanding balances.
 - Producing agendas and taking minutes at staff briefings and routine meetings.
 - Supporting attendance, pastoral and welfare administration.
 - Maintaining accurate records relating to pupil care plans, medical information and review dates.
 - Providing general clerical, administrative and financial support to ensure the effective operation of the school.
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What We Are Looking For

We are seeking an individual who:

- Has experience within an administrative, clerical, financial or customer service environment.
 - Possesses strong organisational skills and excellent attention to detail.
 - Is confident using Microsoft Office and other ICT systems.
 - Has excellent communication and interpersonal skills.
 - Can effectively prioritise workload and meet deadlines in a busy environment.
 - Demonstrates professionalism, discretion and confidentiality.
 - Works collaboratively and contributes positively to the wider school community.
 - Is committed to safeguarding, inclusion and supporting young people to achieve their potential.
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Working Across Our Schools

As part of The Talentum Learning Trust, Westwood College works closely with Leek High School to share expertise, resources and best practice. The successful candidate will have the opportunity to work collaboratively with colleagues across both schools, supporting shared administrative processes and contributing to the smooth operation of services across the Trust. This partnership approach enables staff to develop wider experience, build professional

relationships and play an active role in delivering high-quality support services that benefit pupils, families and staff across our school community.

You will become part of a wider school support network, working alongside colleagues who are committed to continuous improvement, excellent customer service and ensuring that all students have the best possible educational experience.

About Westwood College, Leek High School and The Talentum Learning Trust

At The Talentum Learning Trust, we pride ourselves on collaboration and continuous improvement. Our schools work closely together, sharing expertise and innovative practices to deliver high-quality, inclusive education that prepares pupils for a successful future.

Westwood College and Leek High School work in close partnership as part of The Talentum Learning Trust, creating opportunities for staff to collaborate, share expertise and contribute to the success of young people across both schools. This partnership supports a culture of continuous improvement, professional development and shared learning across our communities.

Leek High School is a successful 13-18 school serving Leek and the wider Staffordshire Moorlands. The school prides itself on being a community where students are happy, safe and encouraged to aim high without limits. Individuality is valued and celebrated, with students supported to fulfil their potential through dedication, hard work and personalised guidance. The school is known for its strong pastoral support, sense of community and commitment to helping every young person succeed.

Westwood College is a 13-18 academy with a strong local reputation, combining a rich heritage with a clear focus on high expectations, personal development and continuous improvement. We are proud of our inclusive ethos and commitment to valuing individuality, ensuring every student can succeed. Together, our schools provide a collaborative environment where staff can make a meaningful difference whilst benefiting from the support and opportunities available across the Trust.

A particular strength of the partnership is the Sixth Form, a collaborative post-16 provision delivered jointly by Westwood College and Leek High School. By combining the expertise, facilities and curriculum opportunities of both schools, students benefit from a broad range of academic and vocational pathways within a supportive and ambitious learning environment.

Inspiring Students for Ambitious Futures



What We Offer

- Actual salary of £23,166 per annum.
 - Full-time equivalent salary of £26,016 per annum.
 - A term-time working pattern plus 6 INSET days and 5 summer holiday working days.
 - Membership of the Local Government Pension Scheme.
 - A welcoming, supportive and inclusive working environment.
 - Commitment to your professional development and career progression.
 - Access to high-quality CPD and Trust-wide collaboration opportunities.
 - Free on-site parking and staff facilities.
 - Access to the school multigym before and after work.
 - The opportunity to make a real difference to the lives of young people within our community.
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Safeguarding Statement

Talentum Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adopt a robust and rigorous safer recruitment process to deter and identify unsuitable applicants. All appointments are subject to satisfactory pre-employment checks, including references, identity verification, qualification checks and an Enhanced DBS check. In accordance with Keeping Children Safe in Education, an online search will be carried out on shortlisted candidates as part of our due diligence process

To apply for this exciting opportunity, please complete an application form and return it to www.recruitment@ttl.org.uk.

Closing Date: **Monday 5 October 2026 at 12:00 noon**

If you would like an informal discussion about the role or have any questions regarding the application process, please contact Mrs Ball, School Support Manager, by email at sball@ttl.org.uk. Tour's of the College are also available.

