

## CANDIDATE INFORMATION PACK:

Administration Apprenticeship– Exams and Data

Term Time +5 days, 24 Month Fixed Term Contract

Mon - Fri 08-30 - 16:00

Closing Date Friday 20th June 2025 12pm

Interview WC 7th July

Start Date September 2025



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Website: <https://aldergrange.com>



## 1. Letter from Headteacher

Dear Potential Colleague,

Thank you for your interest in the post of Administration Apprenticeship– Exams and Data at Alder Grange School, full details of the post and information about the school are included in this pack.

I have been a part of the Alder Grange family since 1998, and I was appointed as Headteacher in September 2019. I feel passionately about the school, and genuinely love my job. This is because of the school ethos. Alder Grange is a really special place, there are strong, positive relationships throughout the school, and we have a genuine family feel. We have a phrase, 'once an Alder Granger, always an Alder Granger,' which reflects the way everyone feels about the school. Staff retention is high, many staff stay for their entire careers and many families have long standing relationships with the school. I am now in the position where I have taught many of our current parents!

The school focuses on the following key areas:

- Wellbeing – both staff and pupil wellbeing are key priorities in school. We promote mental health awareness, anti-bullying campaigns, emotional health and wellbeing and make use of assemblies, PSE lessons, form time and drop down days to promote these. The school has a 'well-being hub' run by pupils and a culture of talking about wellbeing. This is mirrored with staff, a recent survey conducted on our behalf by Education Support Partnership was overwhelmingly positive, staff feel happy and supported at work. This is something we work hard on; there is a wellbeing group, sessions on INSET days, and an emphasis on reducing workload wherever possible.
- Behaviour – we are proud of the behaviour of our pupils, and base all our routines upon the 3Rs – Ready, Responsible & Respectful. We work closely with pupils and parents to address behaviour issues: We recognise there are many causes of poor behaviour and we have developed a range of interventions to help pupils to improve their behaviour.
- Curriculum – a broad and balanced curriculum is at the heart of the school, and we have made developing language and reading a priority in all departments. We have a linguistics lesson for all pupils in Y7, 8 and 9, alongside full school 'reading for all' strategies. In KS4 and 5 there is a large offer of courses and we encourage pupils to select course they enjoy and feel passionate about studying. There are strong links to careers, and supporting pupils moving on to their next steps is a priority. We also have 'alternative curriculum' arrangements for small groups and individuals who need an adapted offer.

If, once you have read more about the school, you are interested in joining our 'family'; we would love to hear from you.

Yours,



Jo Griffiths  
Headteacher

## 2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

At our recent Ofsted in January 2022, we retained our “Good” rating, and we are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as ‘Leaders’. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school’s work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises of the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Simon Varley and Mr Kenny Riddell; and the School Business Manager, Mrs Justine Lee. The wider Senior Leadership Group also includes the Assistant Head Teachers, Associate Assistant Heads, and Senior Operations Managers (non-teaching).

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

### 3. Important Information to note

**Post Title:** Administration Apprenticeship– Exams and Data  
Term Time +5 days, 24 Month Fixed Term Contract  
Mon - Fri 08-30 - 16:00  
Closing Date Friday 20th June 2025 9am  
Interview WC 7th July  
Start Date September 2025  
Pay: Apprentice Grade (Age dependent)

**Please note the wage is annualised - paid equally each month over the whole year.**

Applications are welcomed from suitably experienced or enthusiastic practitioners, who are willing to complete a full Level 3 Apprenticeship in Business Administration.

The application should comprise a fully completed Application Form together with a supporting letter detailing any skills or experience you feel that you could bring to the school.

Completed applications should be returned no later than 20th June 2025, either as printed copies sent directly to the school or as electronic copies sent to [reception@aldergrange.com](mailto:reception@aldergrange.com)

Interviews are planned to be held wc 7th July 2025

The school is committed to the safeguarding of children and expects all members of the school community to subscribe to that aim.

Applications should be posted to the school, at the above address for the attention of Paul Seery or sent by email [reception@aldergrange.com](mailto:reception@aldergrange.com) to as soon as possible.

#### 4. Post Specification

**Post Title:** Administration Apprenticeship– Exams and Data

**Salary Scale:** FLW Dependant on Age  
37.5 hours per week, Term Time Only +5

**Responsible to:**

The post holder is ultimately responsible to the Head teacher, but on a day-to-day basis is line managed by the Examination Officer.

**Purpose of the Post:**

Primary Purpose: To support an efficient and effective examinations and data collection process for the school.

- 1 (a) To assist with aspects of the grade collection routine including monitoring of completion of marksheets and printing of pupil reports;  
(b) Word processing and / or mail-merging correspondence to parents and others regarding academic matters including 'set' changes;  
(c) To assist in accurate data collection and inputting of:
  - Predictive data
  - Academic monitoring data
  - Mock result data  
(d) To allocate students to 'sets' and maintain accurate pupil groupings.
- 2 (a) To set up exam rooms in accordance with JCQ regulations and ensure that all necessary information and materials are available for each examination;  
(b) To invigilate examinations as necessary;  
(c) To assist with exam day procedures as necessary;  
(d) To assist with the collection of re-sit fees from students as necessary;  
(e) Administration of certificates.
- 3 (a) To assist in examination administration to ensure the smooth running of the examination seasons;  
(b) To become familiar with relevant software packages and Awarding Body websites;  
(c) To produce examination timetables for distribution to pupils;  
(d) To assist in the timetabling and administration of controlled assessment;  
(e) To update the online school prospectus with information regarding courses being offered by the school.
- 4 Undertake, as required, other administration tasks not directly associated with examinations, including but not limited to:
  - Ensuring accurate recording of in-year admissions to school, including supporting other staff to ensure all parts of the process are completed.
  - Ensuring accurate recording of any pupil data on system
- 5 To be aware of and support all Pupil Welfare policies and procedures including:
  - Safeguarding
  - Child protection

- 6 To play a full part in the school's CPD and Performance Management procedures.
- 7 Any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

This Post Specification should be read in conjunction with the accompanying Person Specification.

## 5. Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<b>Qualifications</b>  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	Application & Interview
<b>Experience</b>  ICT competence to include: word processing, mail-merge and spreadsheets, and a willingness to learn specific software package including SIMS	E	Interview
<b>Knowledge/skills/abilities</b>  Approachability by pupils and staff Good communication skills Ability to work as part of a team Ability to accurately follow instructions/directions Have an eye for detail, working to a high standard of accuracy To be able to support all school policies, including those on confidentiality and equal opportunities Preparedness to take a full and active responsibility for defining individual professional development needs; Preparedness to attend relevant professional development activities, which may be off-site A strong attendance and punctuality record Preparedness to join in and support the wider life of the school	E E E E E  E  E  E D	I I I I I  I  I  I I

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

**Note:** This Post Specification is subject to annual review and is subject to modification at any time, after consultation with the post holder. We reserve the right to withdraw this position form advertisement at any time.

## 6. Other Information

Please also see important advice on completing your application form.

**Attendance Policy Statement** | This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

**Child Protection Policy Statement** | In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

**Equality of opportunity** | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

**Medical Clearance** | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

**Policies** | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

**Thank you for taking the time to read this information pack.**

**We wish you every success in any application you may make.**