

# PADGATE ACADEMY

**Insall Road, Warrington WA2 0LN**

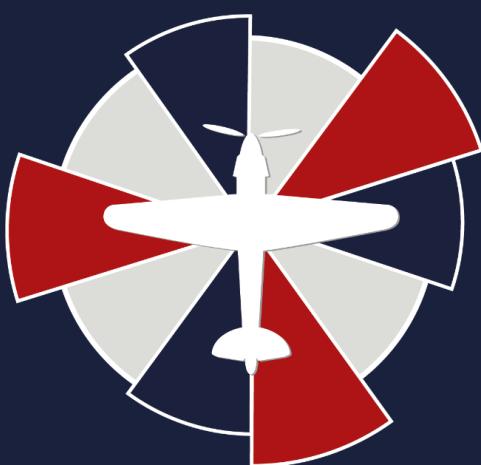
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**Principal:** Mr A McMillan Bsc (Hons)



## **Vacancy**

### **Administrative Support Officer**

**(General Admin and Student  
Support)**

**PRIDE** values  
(positivity, resilience, integrity,  
determination and endeavour)



## Advertisement

Start Date: 9<sup>th</sup> February 2026

Contract: Permanent

Hours: 37 hours per week. Monday to Thursday 7.30am to 3.30pm and Friday 7.30am to 3.00pm. Term-time only (total of 38 working weeks per annum plus two INSET Days).

Pay Range: Grade 5 SCP 8 to 14 – Full year salary range £26,824 to £29,540  
Actual salary for term-time only: £22,717 – £25,017 per annum

Padgate Academy, a distinguished member of the Warrington-based multi-academy trust "The Challenge Academy Trust," is committed to achieving excellence as a cornerstone of its community-focused mission.

With recent significant advancements in standards, we are seeking a proactive and determined Administrative Support Officer to provide general administrative support. The post holder will work as part of the school Pastoral team. They will provide efficient and effective administration support to teachers and support staff in relation to student support and wider school activities including arranging cover for absent staff. The post holder will fully subscribe to the vision and values of the school

In May 2023, Padgate Academy was judged to be 'good' in all categories by Ofsted. We are determined to progress the school further but need the very best teachers to do so. We look towards our **PRIDE** values (positivity, resilience, integrity, determination and endeavour), which we aspire to demonstrate on a daily basis.

The successful candidate must possess clear communication skills, maintain a calm and respectful demeanour with students and staff, uphold reliability, trustworthiness, and adhere to Academy policies and procedures.

Join us at Padgate Academy as we embark on an exciting journey towards educational excellence. Apply now to make a lasting impact in our vibrant school community. Applications for job sharing arrangements will be considered. The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children and young people, requiring all staff and volunteers to share this commitment. Enhanced Disclosure from the Disclosure and Barring Service (DBS) is mandatory.

Applications must be submitted using the Padgate Academy non-teaching post application form available on our website at <https://padgateacademy.co.uk/vacancies>.

**Closing Date:** 12 noon Thursday 15<sup>th</sup> January 2026

**Interviews:** Tuesday 20<sup>th</sup> January 2026

# Administrative Support Officer



## Post Details

<b>Location:</b>	Padgate Academy, Warrington
<b>Job title:</b>	Administrative Support Officer (General Admin and Student support)
<b>Required from:</b>	9 <sup>th</sup> February 2026
<b>Reporting to:</b>	Attendance Manager
<b>Responsible for:</b>	Provision of efficient and effective administration support to teachers and support staff in relation to student support and wider school activities. The post holder will fully subscribe to the vision and values of the school
<b>Working Relationships</b>	Administrative Staff Student Support Manager Senior Leadership Curriculum and Pastoral Support Staff

## Key Responsibilities

### General Administrative Support (including cover)

- Be responsible for the administration of the cover management system
- Organise and administer daily arrangements for the cover of absent teaching staff, ensuring that the arrangements are publicised to all relevant personnel
- Supervise the allocation of duties to the Cover Supervisors in the most cost-effective manner having regard to the demands of the curriculum and the Cover Supervisors' individual areas of expertise
- Provide the Principal with information on the use of cover and supply agencies as required
- Liaise with supply agencies ensuring that all regulations in relation to the employment of supply staff are complied with (e.g. safeguarding, Health and Safety, pay arrangements)
- Supervise the allocation of duties to supply staff and be responsible for welcoming to the school and providing them with all relevant information.
- Organise and administer room change requirements ensuring that arrangements are publicised to all relevant personnel.

### General Administration

- To provide general administrative support as required by the Principal and Senior Leadership Team
- To co-ordinate room bookings for meetings
- To make hospitality provisions as required for internal and external meetings
- To set up, arrange and monitor Parents Evening

# Administrative Support Officer



## Student Administration

- Maintain student records ensuring all data held is accurate and up to date
- To provide support as required to all Pastoral Leaders and Assistant Principal responsible for Year 6 transfer throughout the whole process, providing a professional and comprehensive system which maximises student intake in Year 7
- To provide support as required in the administration of in-year admissions to the school
- To work closely with the Curriculum and Pastoral staff in offering support to all students and parents, enabling every child to meet their full potential at school
- To deal with telephone calls from parents, other schools and agencies as appropriate. Providing a link for students and parents into the pastoral system
- To work with individuals and/or small groups to address academic or pastoral concerns
- To monitor student's progress via observations, meetings and use of data.
- To be responsible for the clerking of all Disciplinary meetings as and when required and to provide administrative support to all aspects of the student exclusion process
- To provide support to the administration of educational visits and trips as required
- Maintain accurate records of all student medication administration in accordance with school policy and legal requirements.

## Other

- Be willing to act as a First Aider (training will be provided)
- Carry out all duties with due regard and compliance with confidentiality and data protection regulations particularly with regard to student data
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times
- The post holder is responsible for the safeguarding and promotion of the welfare of children
- To be prepared to undertake relevant training as and when required
- Undertake such additional duties as are reasonably commensurate with the level of this post

## General Responsibilities of all Padgate Academy Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

All posts are subject to an enhanced DBS check.