



RIDGEWOOD  
SCHOOL



# Recruitment Pack

Position:  
Administrative Assistant



# Content

Welcome from the head	01
Vision and Values	02
What makes Ridgewood School special?	04
Curriculum overview	04
Job description	05
Person Specification	07
Development opportunities	08
Recruitment process	09
Job advert	10

# Letter from the Headteacher

**Dear applicant,**

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

The school's values of respect, responsibility and resilience permeate all aspects of school life and are central to our work at Ridgewood. I am extremely proud of our school and the high quality education we provide. We insist on high standards of conduct from all our students and we expect them to behave impeccably: treating each other, our staff and visitors with kindness and respect. I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million-pound new build that will ensure that the staff and students benefit from 21st Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

**Andy Peirson**

Headteacher  
Ridgewood School

# Values and Ethos

## Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.

## Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom.
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best.
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities.
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day.
- To continually strive for improvement in all areas, through hard work, resilience and determination.



# Our Values

We're proud of our high standards, exciting progress and strong values.



When we are kind to each other, everyone thrives.



When we take accountability for our actions, we can be proud of our achievements.



When we stay positive and try hard, we will achieve our goals.

Prepare for the road ahead.

# What makes Ridgewood School special?

Staff and students at Ridgewood work hard every day to embody the school's core values: **Respect, Responsibility and Resilience**. We are enjoying a trajectory of continued success and look forward to welcoming a successful applicant who can join us on our journey. We became a standalone academy in 2011, and we are incredibly proud of the progress we have made as a school, having laid strong foundations for further improvement going forward.

Our school motto, '**Prepare for the road ahead**', represents our belief in preparing our staff and students for their future. We exemplify our motto not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which make us all model citizens. Our school values underpin what we do and contribute to our ethos in everything we undertake as a school community. We set our standards high and do not compromise, because we believe in the best for everyone.



## Our Curriculum

Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.

# Job Description

**Post Title:** Administrative Assistant

**Grade / Hours:** Grade 6, 37 hours per week, term time only + 5 days

**Purpose of role:** To provide efficient administrative and organisational support to the SEND department in ensuring that pupils with special educational needs and disabilities receive appropriate support.  
To ensure the provision of a friendly, welcoming and informative point of contact for parents, students and staff.  
To support other aspects of school administration, with specific support for SEND.

## Main duties and responsibilities:

### Administrative and Organisational support

As part of a team, administer important services for students and staff including, but not limited to:

- To provide administrative support to the SEND department including the maintaining of up-to-date records.
- To support the accurate maintenance of the school SEND Register.
- Ensure that all student SEND documentation, as part of admissions processes, are acquired, recorded and filed.
- To support the transition from paper based to electronic records.
- The processing and production of letters, emails, reports, spreadsheets, databases and any other information or documentation which may be required by parents, staff or students.
- Provide an efficient diary/meeting booking system.
- Utilise SEND IT management systems to support APDR processes.
- To monitor and triage parental contact, ensuring that responses are within a timely manner.
- To provide support and advice to parents regarding SEND processes and timelines.
- Take minutes of meetings when required, collating information prior to meeting and sharing outcomes.
- Meet and greet students and visitors providing external services including showing them to their appointment, helping them set up and resolving any problems on the day.
- Organise the provision of key SEND resources including but not limited to stationery, printing, photocopying and overlays.
- To support exam access arrangements processes. Including but not limited to; the maintenance of student evidence folders, ensuring the efficient administration of access arrangements assessment and collaboration with the Exams Officer to ensure the effective implementation of access arrangements.
- Ensure high standards of presentation of SEND areas including displaying up to date printed information for use by all stakeholders.
- To support the accurate maintenance of student records.

### Point of Contact

- To ensure the provision of a friendly, welcoming and informative enquiry point for parents, students and staff, 'triaging' enquiries, identifying appropriate sign posting and relevant information.
- Contact with parents of students with SEND needs in support of attendance monitoring.

- Meet and greet students/parents and visitors to SEND, providing an initial welcome, dealing with any problems or queries and helping them navigate the organisation.
- Respond proactively to ensure an excellent level of service for all students and maintain responsibility for a student, visitor or enquiry until their query has been resolved.

### Miscellaneous

- Undertake appropriate training as required in order to be able to fulfil the duties and responsibilities that are required.
- To undertake such other duties that may from time to time be reasonably requested.
- To participate in the process of annual review.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To increase school capacity in the administering of basic first aid within the guidelines outlined in legislation, Health & Safety regulations and DFE recommended guidelines.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

**37 hours per week term time only + 5 days. Daily hours to cover the school working day.**

All employees contribute to the safety and wellbeing of the children and young people in the school.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**

# Person Specification

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	GCSE English and Maths grade C or above (or equivalent) Willingness and ability to obtain and/or enhance qualifications and training for development in this post.		Application Form Certificates Interview
<b>RELEVANT EXPERIENCE</b>	Experience of producing and managing documents, spreadsheet and presentations to high standard. Experience of working in a customer service type role. Experience of working in an administrative position. Experience of using IT to a high level to manage the smooth running of high quality events and processes within an organisation.	Experience of working with students.	Application Form References Interview
<b>KNOWLEDGE AND SKILLS</b>	Able to work in and adapt to a fast-paced, changing environment. Able to problem solve and develop solutions. Effective time management skills and able to take responsibility for workload and prioritising of tasks. Ability to handle confidential information. Able to work collaboratively with others. Able to communicate clearly and confidently using a range of channels. Able to build strong relationships and networks with stakeholders. High level of IT skills, to help drive the organisation of events across the school. Ability to communicate effectively both orally and in writing especially with the Head Teacher, other Senior Leaders, Achievement Co-ordinators, and other professionals. Ability to work under pressure and to deadlines. Able to show attention to detail, accuracy in all tasks.		Application Form References Interview
<b>PERSONAL CHARACTERISTICS</b>	Demonstrates a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders. Demonstrates integrity, fairness and consistency in all working practices. Motivated and commitment to continuous improvement. Ability to plan and prioritise own workload and manage conflicting demands.		Application Form References Interview
<b>ADDITIONAL REQUIREMENTS</b>	Good level of attendance. Reliability and willingness to be flexible.		
The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service			

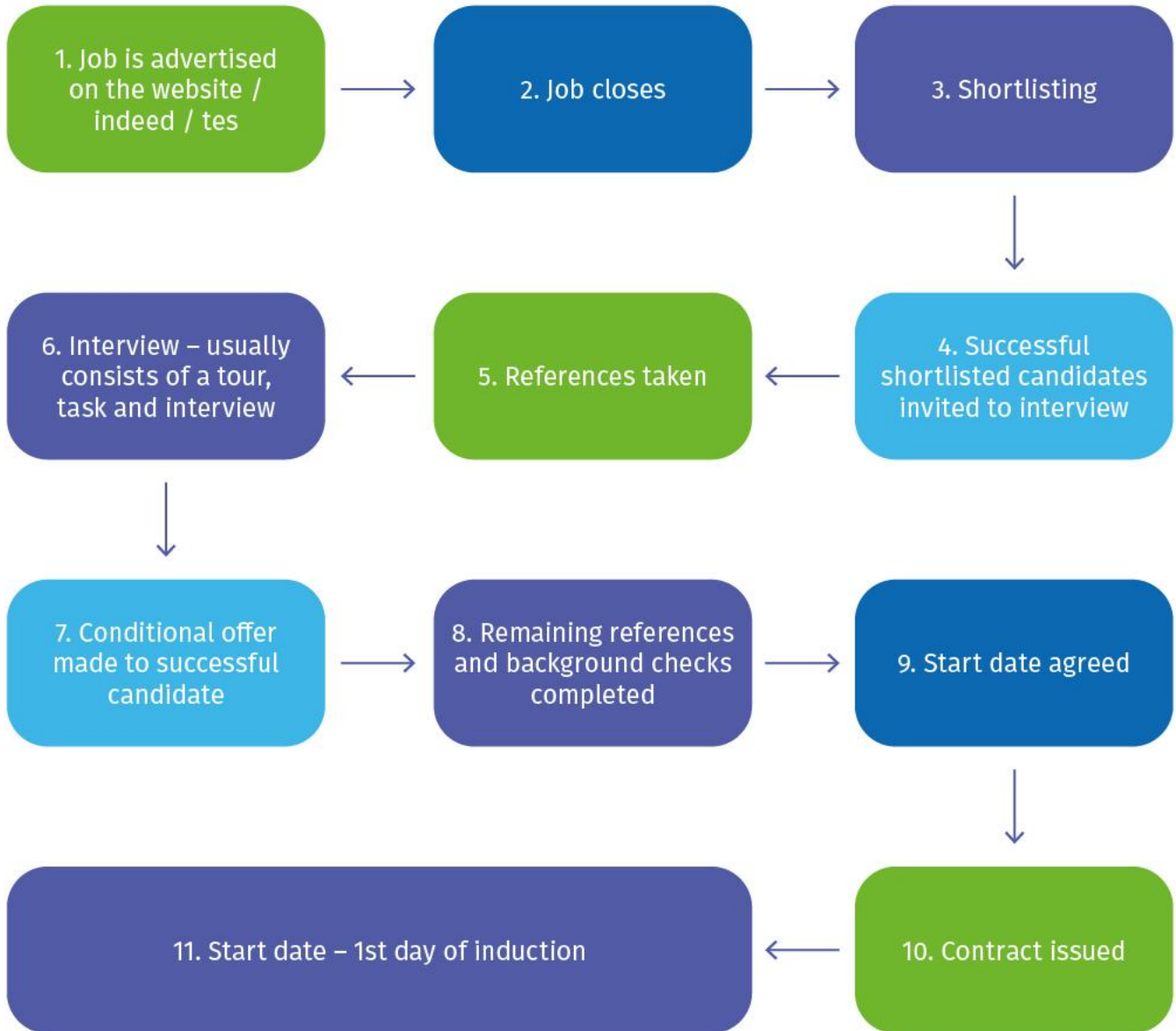
# Development Opportunities

At Ridgewood, we are committed to offering our staff every opportunity to become the best they can be. Our evidence-based training packages, for staff at all stages of their career, are second to none. In addition to our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. CPD at Ridgewood is varied and matched to the needs of our staff, both teaching and associate. Our innovative, research-led Disciplined Inquiry is a key driver in providing the best teaching and learning for our students, as our teachers engage in evidence-informed practice of their choice.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles and one-to-one support are key development opportunities to support our team to develop effectively in their roles, and to understand how to make the next step in their career. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent, evidence-based CPD for all teaching and associate staff. We are currently working with the Chartered College of Teaching as part of a pilot to achieve their Research Mark award, which recognises excellent commitment to evidence-informed professional development.



# Our Recruitment Process



# Job Advert

**Post: Administrative Assistant**

**Salary: Grade 6 (Actual salary £22,586 - £24,457)**

**To start: As soon as possible after appointment**

## ***What makes Ridgewood School special?***

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. In our most recent Ofsted, we achieved a 'Good' rating in all categories, and we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and collaborate with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Admin Assistant to provide efficient administrative and organisational support to the SEND department in ensuring that pupils with special educational needs and disabilities receive appropriate support.

## ***Why is the role of Administrative Assistant right for you?***

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2025, we received the Teacher Development Trust Gold Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

You can apply for this role by following the link below

<https://mynewterm.com/jobs/137603/EDV-2026-RS-24176>

We strongly encourage visits from potential candidates – please contact the school to arrange this.

**The closing date for this post is 9am Friday 15 May 2026. Interviews will be held soon after.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*

The school is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.


*The school operates a no smoking policy.*

**Ridgewood School**  
Barnsley Road  
Scawsby  
Doncaster  
DN5 7UB



**RIDGEWOOD**  
SCHOOL



 01302 783939

 [www.ridgewoodschool.co.uk](http://www.ridgewoodschool.co.uk)