



Administration Assistant (Grade C) Candidate Information Pack

December 2025

Welcome from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in joining our dedicated and compassionate team at Cann Bridge School. As Headteacher, I am delighted to introduce you to our school and the exciting opportunities that await you here.

Cann Bridge School, located in Estover, Plymouth, is a local authority-maintained special school serving children and young people aged 3 to 19 from Plymouth, Devon, and Cornwall. With a capacity of 108 pupils, we are a consistently oversubscribed school.

Our school is uniquely designed to meet the needs of pupils with complex cognition and learning needs. All of our learners have an Education, Health and Care Plan (EHCP) identifying either a Severe Learning Difficulty (SLD) or Profound and Multiple Learning Difficulty (PMLD). Many also have additional specific learning needs linked to Down's Syndrome, Autism Spectrum Condition, speech and language difficulties, physical disabilities, or complex medical conditions.

To learn more about life at Cann Bridge School and our latest updates, please visit:

- Website: www.cannbridgeschool.co.uk
- Facebook: www.facebook.com/cannbridgeschool
- School Newsletters www.cannbridgeschool.co.uk/families/newsletters-forms

At Cann Bridge School, we are committed to creating a nurturing and inclusive environment where every learner is supported to thrive. We are relentlessly learner-focused, and our mission is to provide high-quality, individualised education tailored to each child's needs. Our dedicated staff create a calm and purposeful environment, delivering personalised learning through our Pathways to Independence Curriculum.

With a proud history spanning over 60 years, formerly as Downham School, Cann Bridge moved to its current purpose-built site in 2012. We are co-located with Tor Bridge High, Tor Bridge Primary, and Plym Bridge Nursery. Since then, we've expanded further with the opening of our Post-16 provision, Post Bridge College (2016), extensive remodelling (2022), and two new modular classrooms (2024). Our excellent facilities include sensory rooms, an immersive room, library, warm water pool, science garden, soft play area, and Forest School. These continue to be developed with support from fundraising and our active PTFA, Friends of Cann Bridge. We are also on an exciting improvement journey, guided by our School Development Plan and recent Ofsted Report – both available on our website.

We are looking for a friendly, professional Administration Assistant to be the first face of Cann Bridge School, providing a welcoming and helpful front-of-house and administrative service. The role involves supporting parents, carers, visitors, and staff, while maintaining accurate pupil records, attendance, admissions, and office systems, and assisting with key operational tasks to ensure the smooth running of the school.

If you are ready to contribute to our vibrant school community, we warmly encourage you to apply. We also welcome and encourage prospective applicants to visit the school prior to applying – please contact us to arrange a tour.

Thank you once again for your interest in the role of Administration Assistant at Cann Bridge School. We look forward to receiving your application.

Warm regards,



Shane Baker
Headteacher

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Our Vision & Values



The Role

We are looking for a highly organised, reliable, and professional Administration Assistant who will provide a welcoming and efficient front-of-house and administrative service at Cann Bridge School. The successful candidate will act as the first point of contact for parents, carers, visitors, and external agencies, maintaining high standards of communication, safeguarding, and customer care. They will be responsible for accurate management of pupil records, attendance, admissions, and office systems, while supporting key operational functions including finance, HR administration, and general office duties. The ideal candidate will be able to work independently, manage multiple tasks with attention to detail, and contribute positively to the smooth running and welcoming environment of the school.

Recruitment Timeline

- Opportunities to visit Cann Bridge School: Please contact the school to arrange your visit 01752 207909 or HR@cannbridge.co.uk
- Application closing date: Wednesday 7th January 2026
- Interviews: Wednesday 14th January 2026

Please find a link to our school safeguarding page: [Safeguarding | Cann Bridge School](#)

Our policies and staff code of conduct can be found here: [Policies & Procedures | Cann Bridge School](#)

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Employee Benefits

At Cann Bridge School, we cultivate an environment where both learners and staff can thrive. Our learners benefit from a well-structured curriculum, a supportive staff team, and a purposeful learning environment, all designed to help them grow into confident, well-rounded, and independent young adults. This success is made possible by our talented and dedicated team, who work together to ensure that every child has the opportunity to succeed both academically and personally.

When you join Cann Bridge School, you'll become part of a committed team that values your professional growth.

We offer:

- Bespoke Continuing Professional Development (CPD) tailored to your individual needs and career goals
- Specialist weekly and ongoing training and development to keep you at the forefront of best practices
- Clear Career Progression pathways, providing opportunities for long-term career growth
- Access to the Local Government Pension Scheme or Teacher Pension Scheme for future financial security
- An excellent Employee Assistance Programme, offering physiotherapy, counselling, wellbeing services, and private healthcare options (where applicable) through Education Mutual
- Staff Discounts on a wide range of products and services through the Blue Card and professional student discount scheme
- A comprehensive Staff Health & Wellbeing Offer
- Excellent internal and external communications to keep everyone informed about what is happening
- DSE Eyecare Scheme for those based 80% at a screen
- The opportunity to work with incredible children, young people, and a dedicated staff team

Guidance for Applicants

If, after reading the background information, you feel this is the right opportunity for you, please follow the guidance below to support your application:

- Read and follow the instructions on the application form carefully on MyNewTerm.
- Review both the Job Description and Person Specification thoroughly. If you do not meet the essential criteria outlined in the Person Specification, it is unlikely that you will be shortlisted.
- Use the Person Specification as a checklist to structure your supporting statement. We recommend addressing each point in order, providing clear evidence of your skills, knowledge and experience. Wherever possible, include relevant examples from your professional and personal life.
- Please note: providing false or misleading information at any stage of the recruitment process may result in disqualification or, if appointed, dismissal without notice.
- If you are shortlisted for interview, you will be asked to bring relevant documentation with you. Full details will be provided in your interview invitation letter.
- We warmly welcome visits to the school. Seeing our setting in action can help you decide whether Cann Bridge School is the right fit for you.

All applicants must complete the application form on MyNewTerm. We do not accept CVs or letters of application. Using a standard application form ensures a fair and consistent process for all candidates.

Please ensure all relevant sections of the application form are completed in full and provide as much detail as possible, as this will be used to determine whether you are shortlisted for interview.

Check the application deadline carefully. Late applications cannot be considered, and it is your responsibility to ensure your submission reaches us on time.

The 'Fluency Duty' applies to this post, and therefore the successful candidate would have the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

We look forward to receiving your application.

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Job Description: Administration Assistant

Cann Bridge School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Position: Administration Assistant

Location: Cann Bridge School, Estover, Plymouth

Salary: Grade C 35 hours (Term-Time)

Contract type: Part-time

Reporting to: HR & Office Manager

Responsible for: N/A

Start Date: February 2026

Main purpose of job:

To provide an efficient, organised, and welcoming administrative service that supports the smooth running of the school. The postholder will act as the first point of contact for parents, carers, visitors, and external agencies, ensuring high standards of communication, safeguarding practice, and customer care. They will maintain accurate pupil and administrative records, contribute to the effective management of attendance and admissions, and support key operational functions including finance, HR administration, and general office duties.

Duties and Responsibilities to include:

Front Office and General Administration

- Act as the first point of contact for parents, carers, and visitors, providing a welcoming and professional reception service. Issue visitor lanyards and clearly explain the signing-in procedures and safeguarding requirements.
- Maintain the school office, reception area, meeting room, and kitchenette to ensure a professional first impression and compliance with health and safety standards.
- Manage incoming telephone enquiries, directing calls and taking messages as appropriate.
- Open, sort, and distribute incoming mail and process outgoing mail.
- Assist with the administration of staff sickness documentation.
- Support the monthly process of supply claims (both manual and computerised).
- Assist with the administration and processing of DBS applications.
- Produce typed documents, correspondence, and reports as required, including confidential minutes.
- Undertake a range of administrative tasks as delegated by the line manager or senior leaders.

Pupil Services

- Maintain accurate and up-to-date pupil records on the school's management information system (currently Bromcom), ensuring data integrity to support internal and external reporting requirements for attendance, registration, and free school meals.
- Maintain daily registration and attendance information, contacting parents/carers to obtain reasons for pupil absence.

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- Oversee admissions and new-intake data, ensuring that pupil records are transferred efficiently, and information for leavers is forwarded to receiving schools.
- Maintain accurate and well-organised digital filing systems.
- Monitor and maintain adequate stock levels of general office stationery, ensuring best value when ordering.
- Support the HR & Office Manager and HR Assistant with staff absence cover requirements when needed.
- Compile and produce reports for external agencies as requested.
- Collect and verify accurate information to contribute to the statutory school census.

Finance

- Maintain accurate data on the school's cashless system and assist in following up outstanding arrears, including dinner money and school trip payments.
- Support the processing of orders and invoices using the school Finance Management System, including following up outstanding goods and invoices to support efficient financial operations.
- Make payments using the school credit card when authorised.
- Assist with the organisation of school trips, including arranging coach hire and liaising with external providers.

Plymouth City Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administration Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

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Person Specification: Administration Assistant

Criteria	Qualities Essential	Qualities Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> 2 GCSEs (Grades A–C / 9–4) in Maths and English, or NVQ Level 2 in Administration, or demonstrable relevant administration experience Commitment to personal and professional development Training in safeguarding, or willingness to undertake training Training in data protection (GDPR), or willingness to undertake training 	<ul style="list-style-type: none"> NVQ Level 3 Administration 	Application form Interview
Experience	<ul style="list-style-type: none"> Demonstrable experience in an administrative environment Experience working in a reception or customer-facing role Experience of working effectively as part of a team Experience using IT systems to collate, record, and present data 	<ul style="list-style-type: none"> Experience using Bromcom or similar MIS systems Experience in a school administrative role Experience managing attendance data or pupil records Experience handling finance processes or invoicing 	Application form Interview
Skills & Knowledge	<ul style="list-style-type: none"> Strong organisational skills Excellent written and verbal communication skills Ability to prioritise workload and meet deadlines Ability to multi-task effectively Ability to work independently with minimal supervision High level of accuracy and attention to detail Ability to manage sensitive and confidential information with tact and discretion Proficient in Microsoft Word, Excel, and email systems Understanding of data protection and confidentiality requirements Ability to remain calm under pressure and manage challenging situations professionally Strong interpersonal skills and ability to communicate effectively with parents, pupils, staff, and external agencies 	<ul style="list-style-type: none"> Knowledge of safeguarding expectations when working in a school office 	Application form Interview
Personal qualities	<ul style="list-style-type: none"> Positive, solution-focused attitude Ability to build and maintain positive working relationships Commitment to safeguarding and promoting the welfare of children Resilience and the ability to work in a busy, dynamic environment Reliable, flexible, welcoming, and approachable Professional, discreet, and trustworthy Commitment to the values and ethos of the school Willingness to contribute positively to the wider school team 		Application form Interview

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2023

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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