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**BRADFORD GIRLS'
GRAMMAR SCHOOL**



Office Administrator

(With responsibility for attendance admin support)

RECRUITMENT INFORMATION PACK



Salary: Band 5, SCP 5-6 (Actual Salary £21,121 - £21,934)

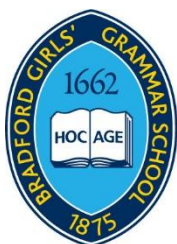
Contract term: Permanent

Working pattern: 37 hours per week, Term Time Only + 3 days.

From: September 2025

Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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1. About Bradford Girls' Grammar School

Thank you for the interest you have shown in the post of Office Administrator with responsibility for Attendance admin support, at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: Aspire, Succeed, Lead, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

2. Bradford Diocesan Academies Trust (BDAT)

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit www.bdat-academies.org

3. Information on the Post

We are seeking to recruit an enthusiastic, positive and highly organised Office Administrator to start as soon as possible, to lead on the administration of Attendance across the school.

As an Office Administrator you will play a key role in supporting the day-to-day operations of the School, particularly around student attendance and organisation. Within the office team, you will support Senior Leaders and wider colleagues with a range of administration tasks whilst ensuring that the schools Safeguarding and Child protection agenda is adhered to at all times.

We are a hugely successful school, with a strong set of results and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and providing fun and memorable experiences, are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Monday 19th January 2026 at 8.00am**
- **Shortlisting of applications: W/C 19th January**
- **Interview date: TBC**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

5. Job Description

Post Title:	Office Administrator (with responsibility for attendance admin support)
Post Purpose:	To provide admin support to the safeguarding and attendance team within the school and manage student reception. To assist with all general administration duties and reprographics services, working to strict time schedules.
Reporting to:	Responsible to the PA to the Headteacher in the first instance with wider support from the safeguarding and attendance team, referring complex problems for guidance. May on occasion receive guidance from teaching staff on the preparation of documents and materials.
Working time:	37 Hours per week TTO plus 3 days
Salary/Grade:	Band 5 SCP 4-6
Main (Core) Duties:	
Range of Duties	<ul style="list-style-type: none"> • To manage the student reception on a day to day basis ensuring pupils attendance is accurately recorded whilst providing wider admin support to the attendance and safeguarding team. • To undertake a range of clerical duties including typing, data input and extraction and reprographics. • To maintain and update all necessary records using manual and computerised systems, (e.g. SIMS, Excel, Word) compiling returns as appropriate, use of the Internet as and when necessary. • To use databases and mail merge. • To undertake specific duties as instructed by line manager. These duties may include: • Coordinating with outside agencies to manage calendars, availability, and referral documentation. • Sending Text messages • Assist with organisation and production of resources for events e.g., presentations, posters, tickets. • Provide refreshments for visitors and meetings as and when required. • First Aid assistance as required. • May be required to cover main reception.

	<ul style="list-style-type: none"> • Good ability to communicate work effectively with staff and visitors. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. • To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professional. • Attend and participate in relevant meetings as required. • To contribute to the running of the school by contributing to the development of any systems to meet changing needs and improvement to the service provided. • May from time to time be require undertaking other duties commensurate with the grade and level of responsibility defined in this job description. • To extend personal knowledge of education matters by way of Professional Development days, seminars etc • Assist with break/ lunch time duties and as and when required.
Relationships	<ul style="list-style-type: none"> • Support the positive ethos of the school by acting in accordance with its values. • Provide support to staff and students throughout the day by responding to queries and acting on behalf of the Headteacher as required. • Liaise with parents and carers to help resolve their queries and maintain positive relationships. • Support the creation of an environment where students maintain positive behavior and attitudes to learning.
Wider Responsibilities	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person. • To share responsibility for student welfare • Comply and assist with the development of policies and procedures relating to area of responsibility as required.

	<ul style="list-style-type: none"> • Develop effective professional relationships with others • Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times. • Have up to date KCSIE knowledge
Physical Conditions	<ul style="list-style-type: none"> • The post is based at Bradford Girls' Grammar School. • The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request. • This post is subject to an enhanced Disclose and Barring Service check. • The school operates a non-smoking policy.
Training	<ul style="list-style-type: none"> • The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.
<p>Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.</p> <p>Dated: September 2025</p>	

6. Person Specification

ATTRIBUTES	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good Written communication skills • Good Oral communication demonstrating good interpersonal and listening skills. • Good Microsoft office skills and ability to work with precision and speed • Recent Experience in public or private sector administration, using computerised management of information systems. • Experience of working in a team situation • Recent customer service experience 	<ul style="list-style-type: none"> • Previous experience of working in a school environment
Knowledge/ Understanding	<ul style="list-style-type: none"> • Knowledge of office methodologies (e.g., manual, and electronic filing systems, correspondence files etc) 	<ul style="list-style-type: none"> • Knowledge of school and Academy procedures
Qualifications/Training	<ul style="list-style-type: none"> • GCSE Maths & English, grade C or above • Word Processing/ Microsoft Office • Be trained in First Aid or be prepared to attend a First Aid at Work course and to undertake further job-related training as required. 	
Personal Circumstances	<ul style="list-style-type: none"> • Able to work the specified hours of the post. Will not require leave of absence during term time. • Able to attend training courses as appropriate where the hours may vary from those specified for the post. • Good attendance and timekeeping • Legally entitled to work in the UK 	

Disposition and Adjustment	<ul style="list-style-type: none"> • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and effective listening skills. • Flexible approach, dependable and loyal, ability to work within a small team and with a wide range of people. • Willingness to undertake a diverse range of duties according to the demands of the team. 	
Behavioural and other related characteristics	<ul style="list-style-type: none"> • Enthusiasm, determination and high standards • Belief in the value of others • Prepared to respect sensitive and confidential work • Commitment to own personal development and learning. 	

7. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

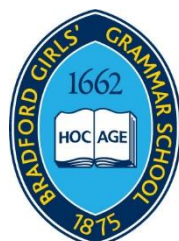
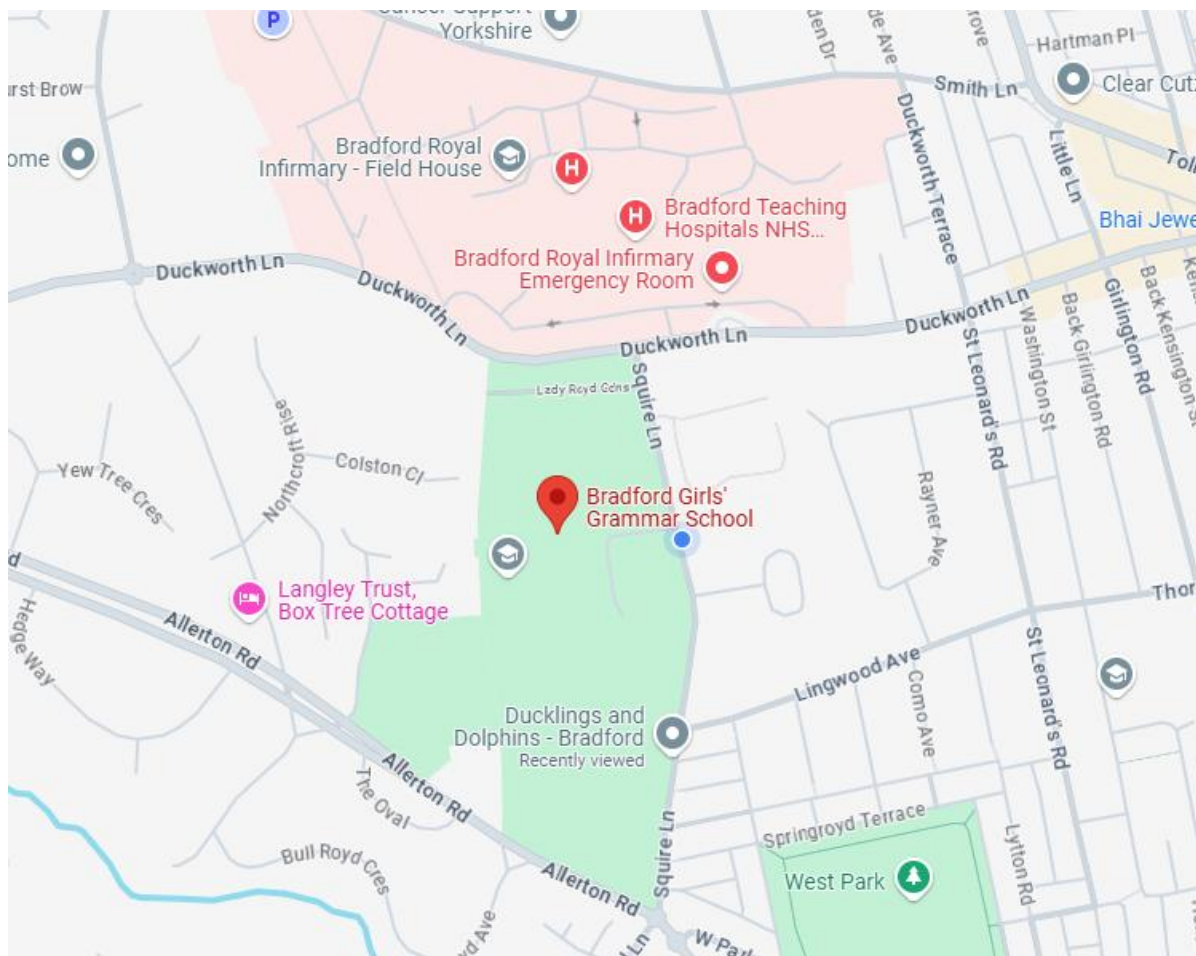
We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

8. School Location and Travel Information

Bradford Girls' Grammar School
Squire Lane
BRADFORD
BD9 6RB

Tel: 01274 545395

www.bggs.com



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