



**Administration Assistant (Grade C)
Candidate Information Pack
14 hours**

September 2026

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.

We are seeking a friendly, professional Administration Assistant to join our team in this part-time role of 14 hours per week (Job Share). This is a key position within the school, serving as the welcoming face of Cann Bridge School and acting as the primary front-of-house contact for pupils, families, visitors, staff and external professionals. Whether greeting visitors in person, responding to enquiries via the reception inbox and telephone, managing visitor access and safeguarding procedures, or supporting school events and meetings, you will play a vital role in creating a positive first impression of our school.

The successful candidate will maintain a welcoming, safe and well-organised reception environment, ensuring that reception displays, communication systems, meeting spaces and shared areas are presented to a high standard. Working closely with colleagues across the school, you will coordinate room bookings, visitor arrangements, school communications, calendars and administrative systems, while providing high-quality support to staff, leaders, finance and HR functions.

Alongside these responsibilities, you will maintain accurate pupil records, attendance information, admissions and parental consent data; support school communications, events and professional meetings; manage office resources and supplies; and contribute to the effective day-to-day operation of the school. The role requires excellent organisational, communication and IT skills, with confidence in using a range of digital platforms and systems, including Bromcom, CPOMS, Microsoft 365 and school communication tools. Above all, you will be committed to ensuring that every interaction with Cann Bridge School reflects our values, professionalism and inclusive ethos.

If you are ready to contribute to our vibrant school community, we warmly encourage you to apply. We also welcome prospective applicants to visit the school before applying, and would be delighted to show you around. Please contact us to arrange a visit.

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 seeking a friendly, organised and professional Administration Assistant to join our team in this part-time, 14-hour-per-week job share role. As the welcoming face of Cann Bridge School, you will provide a high-quality front-of-house service, acting as the first point of contact for pupils, families, visitors, staff and external professionals. Whether greeting visitors, managing reception communications, coordinating meetings and room bookings, or supporting school events, you will help create a positive and professional first impression of the school.

Alongside reception responsibilities, you will provide essential administrative support across the school, maintaining accurate pupil records, attendance, admissions and communication systems while supporting operational functions including finance, HR and general office administration. The successful candidate will be highly organised, detail-oriented and confident using a range of digital systems, contributing to the smooth, efficient and welcoming day-to-day running of Cann Bridge 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 30th September 2026
- Interviews: Monday 5th October 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.

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. The shortlisting panel receive all applications anonymised.

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. Please note the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Cann Bridge School reserves the right to close the vacancy early if a suitable candidate is found.

We look forward to receiving your application.

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Short Privacy Notice for Job Applicants

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at www.cannbridgeschool.co.uk/about-us/gdpr which details how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School uses this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

- References
- Qualifications and education history
- Employment records, including work history, job titles, training records, professional memberships, details of gaps in employment
- Supporting statement aligned to job description and specification
- Right to work and immigration status

Other personal data is captured and recorded as per the Privacy Notice.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details of how long we retain personal data are set out in our Data Retention Policy.

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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 14 hours (Term-Time)

Contract type: Part-time

Reporting to: HR & Office Manager

Responsible for: N/A

Start Date: October 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	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	NVQ Level 3 Administration	Application form Interview
Experience	- 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	- 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	- 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	Knowledge of safeguarding expectations when working in a school office	Application form Interview
Personal qualities	- 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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