

ADVERT

Publication: 02 December 2025

Closing date: Midnight, 09 December 2025

ADMINISTRATIVE ASSISTANT – General/Attendance Office

Grade: B1 Level 4 to 6 (Pro rata £21,661 rising to £22,654)

Permanent, 37 hours per week, Term Time plus 5 days

To commence ASAP

ASPIRE, GROW, SUCCEED

We are looking for an **extremely reliable** and **proficient administrative assistant** to join our support staff team. The post will involve you being part of our administrative team, primarily supporting our attendance department. This is an interesting and varied role that would suit someone with administration experience and ability to confidently communicate with young people and families.

Our Culture

We are proud to be a school delivering an exceptional quality of education. We are true to our core values and enable our employees to engage in challenging and rewarding work, whilst at the same time supporting them to aspire, grow and succeed. We believe that engaged, motivated and happy staff are the foundation of a successful school community.

Our Values

The Allerton Grange values are the behaviours and qualities that are valued in fellow employees and our staff community. At Allerton Grange, we place particular emphasis on the following values, behaviours and qualities. This means we are looking to recruit and promote people who live these values on a daily basis.

- Integrity
- Compassion
- Community
- Humility
- Emotional Intelligence
- Courage
- Critical Thinker
- Collaborative
- Diligent
- A role model

The challenge for us all at Allerton Grange School is to continue to improve and grow as a community. We want to ensure that our staff feel able to make the next steps in their career, but we also wish to create a culture here at Allerton Grange School that encourages them to stay and grow with us.

The successful post holder will:-

- Have a professional drive, energy, determination and aspiration.
- Be able to use proficiently technology.
- Accuracy and attention to detail
- Be able to work to tight deadlines, prioritise and keep calm under pressure
- A positive mind set and an adaptable approach to work
- Tact and discretion, for dealing with confidential information

We will offer:-

- A talented and committed staff team who are supportive of each other. This includes framework for staff voice and workload charter to ensure wellbeing and a good work life balance.
- A Headteacher, Leadership Team and Governing Body committed to creating a school of outstanding practice.
- The opportunity to grow in your role and work with young people in a truly comprehensive, multi-cultural community environment.
- Fantastic building resources and facilities.

If you share our values, ambition, have a proven track record, and relish a new challenge, we look forward to receiving your application.

If you would like to apply for this post, please contact the school HR department for an application pack. Alternatively, you can telephone, leaving your postal address. The pack will include further details about the post, including how to apply.

Allerton Grange School is committed to safeguarding and promoting the welfare of our students, and expects all staff, governors, and volunteers to share this commitment.

Appointments are subject to an enhanced Disclosure and Barring Service (DBS) check and safeguarding recruitment checks. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search of publicly available information will be conducted as part of our due diligence process.

We are an equal opportunities employer and welcome applications from individuals of all ages, backgrounds, identities, and circumstances. We are committed to promoting equality, diversity, and inclusion in everything we do, and we aim to build a workforce that reflects the population of Leeds and the wider community. Our recruitment practices are designed to be fair, inclusive, and accessible to all.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK—either as a UK or Irish citizen, under the EU Settlement Scheme, or through possession of a relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.