

MATTHEW MOSS HIGH SCHOOL
Learning for Life

Watergrove Trust
Providing more

Administrator Level 3

Closing Date:	Thursday 3rd December 2026 at 11.59pm
Interview Date	Tuesday 8th December 2026

Watergrove Trust

Matthew Moss High School, Marland, Rochdale, OL11 3LU
admin@mmhs.co.uk / 01706 632910 / mmhs.co.uk



Welcome to Matthew Moss High School

Thank you for your interest in the post of Administrator Level 3 at Matthew Moss High School. In this pack, you will find information about our school ethos and CPD opportunities.

Matthew Moss High School is an inclusive school, where all members of our community are treated with respect. We invite our learners into the adult space where they have access to the full range of subjects and learning opportunities.

We are proud of our diverse and cohesive community, where relationships are at the heart of school. In our latest Ofsted report (April 2024) Inspectors noted that: *"Pupils at Matthew Moss High School feel safe and happy"*. The report also highlighted that: *"Pupils build strong relationships with staff, and they have adults who they can speak to in school if they have any worries"*, and that "*Staff feel well supported with their workload and well-being*".

Matthew Moss High School is located in the Castleton area of Rochdale. Matthew Moss High School is a "Good" school (Ofsted 2024) and is over-subscribed. There are 1220 learners on roll, including a Hearing Impaired Base and more recently, a partnership with Redwood School. Redwood School caters for young people aged 11-19 who have additional needs.

At Matthew Moss High School we believe in three things:

- Respect everyone and fear no-one;
- Everything starts with the learner;
- Thoughtful hard work shifts anything.

At the centre of our curriculum and pastoral care is our CHANGE ethos.

Composure
High Standards
Agency
Numeracy and Literacy
Growth Mindset
Empathy

In Year 7, learners receive a dedicated CHANGE curriculum, which instils the values and ethos to which school would like staff and learners to aspire to. Moving forward, we are

working to embed CHANGE throughout the life of school, so that learners are able to 'Engage CHANGE' and be active citizens in the world around them.

Matthew Moss High School is part of the Watergrove Trust and the successful candidate will enjoy exceptional self-development. All staff currently receive an individual CPD programme and new staff receive training in Transactional Analysis, which forms the basis of our Behaviour and Relationship Policy. If you are new to the profession you will receive excellent support from your Induction and Trainee mentor through our Early Careers Framework offer. All staff new to school will receive excellent induction and access to our wider CPD programme, to allow you to develop as an outstanding practitioner, with a range of future opportunities available within our growing school and Trust.

At Matthew Moss High School, every member of our community has the opportunity to flourish.

If you have any further questions or would like to visit school please contact our Human Resources Team at: hr@mmhs.co.uk.

I look forward to meeting you,



Ms Charlotte Leach-Rogers
Headteacher

Watergrove Trust
Providing more

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THE CHURCH OF ENGLAND
Diocese of Manchester

Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Matthew Moss High School
Job Title:	Administrator Level 3
Hours:	36.25 hrs per week; 7.45am - 3.30pm, Term Time only
Grade:	Grade 4
Grade Range:	7 - 11 (£27,275 - £29,071 FTE per annum. Actual £23,069 - £24,588)
Accountable to:	Headteacher, Associate Assistant Headteacher
Accountable for:	N/A
Special Conditions of Service:	• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. • From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

Under the direction of senior staff, provide administrative, organisational and financial support to the school.

Health/Safety/Welfare
Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Organisational Chart

Headteacher
Associate Assistant Headteacher
Attendance Officer
Administrator

Values and Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under the postholder's control.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to all rules and regulations relating to the use of ICT, e-mail and intranet /internet access.

Teaching resources including audio visual and computer equipment.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety policies and procedures and current legislation.

Equality

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Schools performance management framework.

Relationships (Internal and External)

Internal: 1. School staff
2. Volunteers
3. Students
4. Governors
5. Users of the school

External: 1. Parents/Carers
2. Staff in other schools and within the Trust/ LA
3. Suppliers of equipment and services

Values and Behaviours (CHANGE)

We want our learners to be treated with dignity and fully-developed as citizens through:

C.H.A.N.G.E.:

- Composure - We remain effective under pressure.
- High Standards - We expect much from ourselves and others.
- Agency - We know how to learn and make things happen.
- Numeracy & Literacy - We master our use of numbers and words.
- Growth Mindset - We learn to succeed through practice.
- Empathy - We care about others as well as ourselves.

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RESPONSIBILITIES:

The postholder must:

- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

- Managing and organising cover for absent staff both teaching and non-teaching.
- Organising and providing induction and support for supply staff both teaching and non-teaching.
- Ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.

- Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies
- Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies
- Provide vital support to our Learner Services team by serving as a contact for staff, students, families, and visitors. Managing general inquiries, maintaining accurate absence records, and proactively identifying student attendance patterns to help us support learner success
- To support the monitoring and production of accurate data.
- To provide administrative support as required, including the production of letters, report and schedules, and to utilise other ICT packages eg email, databases, spreadsheets, and the internet.
- To take notes/minutes of meetings and support the organisation of meetings including typing agendas, collating papers, book meeting rooms and arranging refreshments.
- To undertake reception duties, acting as first point of contact; answer routine telephone and face to face enquiries. Welcoming visitors to the school ensuring that health and safety and safeguarding procedures are followed, signing in visitors, issuing visitors badges, escorting visitors if required, and signing visitors out when they leave.
- Undertake student first aid/welfare duties, looking after sick students, liaising with parents and staff in accordance with school procedures.
- To make arrangements for school trips, Immunisations, etc, as directed.
- To collate and maintain data and pupil reports and to produce management information/data as required.
- To support and attend parent's meetings as and when required.

SECONDARY DUTIES

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust
- To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate
- To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the

career development of the post holder.

- To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

- To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
  a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
  b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
  c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

- To attend and participate in meetings as required.

- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

- Support the Academy & the Trust in meeting our legal requirements for worship.

- Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____Charlotte Longthorne_____ Date: ____13/11/2026____

Postholder Signature: _____Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

Watergrove Trust Person Specification

Organisation :	Watergrove Trust	**Post:**	Administrator (Level 3)
Section :	Associate	**Grade:**	Grade 4

Note to Applicants:
Essential Criteria **(E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
To possess or be willing to work towards GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics.	**E**	**AF, certificates**
To possess or be willing to work towards a Level 2 qualification in Business Administration.	**E**	**AF, I, check certificates**
To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.	**E**	**AF/I**
Skills and Experience		
Experience or knowledge of Cover within an education setting	**D**	**AF/I**
Experience of working in a busy administrative environment	**E**	**AF/I**
Experience of liaising with external agencies	**D**	**AF/I**
Experience of using ICT packages i.e. Microsoft Word, Access, Excel, Outlook.	**E**	**AF, I**
Knowledge and Ability		
Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.	**E**	**AF, I**
Understanding of the importance of safeguarding/child protection when working in a school setting	**E**	**AF, I**
Knowledge of SEND in a school setting	**D**	**AF, I**

Knowledge of data protection/GDPR and understanding the importance of maintaining confidentiality.	**E**	**AF, I**
Ability to prioritise own workload and work to deadlines	**E**	**AF, I**
Excellent communication skills and ability to deliver effective customer service in person, on the telephone and via email.	**E**	**AF, I**
Special Working Conditions		
Enhanced DBS clearance.	**E**	**AF, I**
Requirement to undertake First Aid Training and provide first aid cover as necessary.	**E**	**AF, I**
Motivated and keen to develop own knowledge and practice by participating in professional reviews and continuing personal development activities.	**E**	**AF, I**
Committed to working within the schools policies and procedures and adhering to safe working practices.	**E**	**AF, I**
Flexible in approach and able to meet the changing demands of the role.	**E**	**AF, I**
Ability to attend meetings out of school hours.	**E**	**AF, I**
Have a professional appearance and manner	**E**	**AF, I**
Values and Behaviours (Change)		
Composure - We remain effective under pressure. High Standards - We expect much from ourselves and others. Agency - We know how to learn and make things happen. Numeracy & Literacy - We master our use of numbers and words. Growth Mindset - We learn to succeed through practice. Empathy - We care about others as well as ourselves. Please confirm you are willing and able to meet these values and behaviours.	**E**	**AF**

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. As part of this commitment the postholder will be subject to enhanced DBS clearance.