



Connection

Communication

Independence

Aspiration

Administrator Level 2

Permanent

37 Hours per week, Term Time + 1 Week

(Mon, Wed, Thurs, Fri 8.00am-3.45pm, Tue 8.30pm-4.30pm)

Grade 3, SCP 5-6

Actual Salary £22,471-£22,828

Salary is subject to increase, pending a pay award

(Job Ref: REDA01)

Our Vision: A specialist SEND community inspiring Rochdale and beyond...

Are you dedicated to inclusion and supporting young people with SEND to be fully prepared for adult life? We are looking for an Admin Assistant to come and join our amazing, warm and supportive team.

Redwood is a large special school for students with a wide range of complex SEND from 11-19. This is an exciting time for Redwood; demand for places is high and we are continuing to grow and develop our offer. At Redwood, you will have the opportunity to make a real difference to the lives of our incredible and diverse children and young people.

We are looking to recruit a hard-working, resilient individual to work as part of our amazing team. We would like to hear from you if you are someone who has the capacity to develop their skills quickly and who can demonstrate a high level of customer service to our daily visitors.

Redwood aims to provide the highest quality of teaching and learning to our youngsters and requires all our staff to work together as a part of a coherent team.

We are seeking to recruit a person who will :

- Support with front of house in our busy office
- Process visitor passes ensuring the authenticity and ensuring the correct procedures are followed
- Provide a professional and efficient service to visitors by dealing with all enquiries (either face to face, via email or over the telephone)
- Work well under pressure, manage and prioritise a demanding workload effectively.
- Receive deliveries and ensure all deliveries are recorded and signed for
- To be committed to safeguarding and promoting the welfare of young children and young people

Who will also demonstrate:

- A good knowledge of administration work
- The ability to work as part of a team
- High levels of dedication and motivation
- Commitment to Redwood practices and procedures

We can offer:

- A committed, driven and supportive team
- Excellent CPD and support for your own career development

- Employee Assistance Programme
- First class facilities that support our staff and learners in an ever developing and challenging environment
- Discounted gym membership at Oulder Hill Leisure Centre & Your Trust Gyms
- Cycle to Work Scheme

To apply for the role, please submit an application form to vacancies@redwood-school.com

Please note CVs are not accepted, direct applications only, no agencies.

The closing date for applications is 4th October 2026 at 11.59pm

Interviews Date Friday 9th October 2026

Redwood School is committed to safeguarding and promoting the welfare of its students. Appointment to this post is subject to an enhanced Disclosure and Barring and background check.