



Connection

Communication

Independence

Aspiration

Administrator Level 4 (Health and Safety)

Permanent

24 Hours per week, Term Time Plus 1 Week

Monday, Wednesday, Thursday and Friday 7:45am – 12:30pm Tuesday 11:30am – 4:30pm

OR

Monday, Wednesday, Thursday and Friday 11:45am – 4:30pm Tuesday 11:30am – 4:30pm

Grade 5, SCP 12-17

Actual Salary £16,294-£17,675

(Job Ref: REDA02)

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

Are you committed to inclusion, safeguarding, and ensuring a safe environment where young people with SEND can thrive and prepare for adult life?

We are seeking an enthusiastic, resilient, and highly organised Admin Assistant to join our warm, welcoming, and supportive team at Redwood School to oversee day to day Health and Safety.

Redwood is a large special school for students aged 11-19 with a wide range of complex SEND needs. We are continually developing and expanding our provision to meet increasing demand and remain committed to providing the highest quality learning environment for our students. Every member of staff plays a vital role in ensuring our school is safe, inclusive, and supportive for all.

As an Admin Assistant, you will be a key member of our busy front office team, ensuring that visitors, contractors, staff, and students experience a professional, efficient, and safe environment. A significant aspect of this role involves supporting the school's health, safety, safeguarding, and compliance procedures.

Key Responsibilities

The successful candidate will:

- Provide a professional and welcoming front-of-house service to all visitors, parents, contractors, and external agencies.
- Support the implementation of school health and safety procedures, ensuring visitors and contractors comply with site requirements.
- Maintain accurate health and safety records, databases and documentation.
- Respond professionally and efficiently to enquiries via telephone, email, and face-to-face communication.
- Assist in monitoring and reporting health and safety concerns, hazards, accidents, or incidents in line with school procedures.
- Work effectively under pressure, prioritising tasks within a busy office environment.
- Support the wider administration team in delivering high-quality services across the school.

We Are Looking For Someone Who Demonstrates

- A strong commitment to safeguarding, health and safety, and promoting the welfare of children and young people.
- Experience of working within an administrative environment.
- Excellent organisational skills and attention to detail.
- The ability to maintain confidentiality and handle sensitive information appropriately.
- Strong customer service and communication skills.
- The ability to work collaboratively as part of a team.

- A proactive approach to identifying and resolving issues.
- High levels of dedication, resilience, and motivation.
- Commitment to Redwood's policies, procedures, and values.

Essential Skills and Qualities

- Good knowledge of administrative processes and systems.
- Ability to manage multiple priorities and work effectively under pressure.
- Confidence in dealing with visitors, staff, parents, and external professionals.
- Understanding of the importance of compliance, site security, and health and safety requirements.
- Competent IT skills and experience using Microsoft Office applications.

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.

If you require any further information about the role or would like to book in a visit to the school, please contact the Headteacher's PA, Jane Lumb by e-mailing office@redwood-school.com

The closing date for applications is Sunday 1st November 2026 11:59pm

Interviews Date – week commencing 9th November 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.