



Alt Bridge School
Wellcroft Road
Liverpool
L36 7TA
Tel: 0151 477 8310
Email: altbridge.de@knowsley.gov.uk
Headteacher
Mrs. N. Menagh

School Administrator Level 3

Reception Office Manager

Pay Band G Point 19 - 22 £32,061 – £33,699 pro rata
(Actual Salary £28,361 - £29,810)
36 hours per week / 46 weeks per year [Term Time Only]

The Governors of Alt Bridge School are seeking to appoint an experienced, dedicated and enthusiastic Level 3 School Administrator to act as a Cover Supervisor and Reception Office Manager.

We welcome applications from individuals who are committed to supporting the ethos and values of Alt Bridge School and who are eager to make a positive contribution to our school community.

Main Purpose of the Role

- To oversee the administration of daily staff cover arrangements for absences, alongside coordinating transport arrangements for pupils travelling to and from school. The role requires availability from 7:30am each morning.
- To undertake administrative, and organisational processes within the school under the guidance of senior staff.
- To manage the day-to-day running of the reception office and manage a team of reception staff.

If you are approachable, highly organised, and confident working in a busy school environment, we would be delighted to hear from you.

What is it like to work at Alt Bridge School?

Here from some of our current and recently appointed staff members;

"Alt Bridge is a welcoming school to work in. The staff and children are lovely, and I find it extremely rewarding working and supporting the children."

Current teaching assistant 2023

"I would say 'It is a privilege to work with such inspiring young people who never cease to amaze us, it's so rewarding being part of the 'Alt Bridge Family' and I would not hesitate in recommending a position in our school to anyone! It's a wonderful place with a family atmosphere.... "

Current Teaching Assistant 2023

"After recently joining Alt Bridge, it is the culture at the school which makes it such a special place to work. Working alongside supportive colleagues, students who have a genuine thirst for knowledge and in an environment built on care and mutual respect, makes Alt Bridge a wonderful place to teach (and learn!)"

A recently appointed teacher 2023

"I couldn't be happier since moving to Alt Bridge. There is always such a positive atmosphere around school and it is a nice place to be every day. The staff not only go out of their way to support the lives of the pupils in school, but also go out of their way to support each other. The school leadership team make it a priority to support the health and well-being of all staff, more than any other school I have worked at.

You are made to feel an important part of the school's journey."

A recently appointed teacher 2023

What extras we offer our staff to support wellbeing

At Alt Bridge, the wellbeing of our staff is very important to us. Each member of staff has a designated health and wellbeing contact amongst the Senior Leadership Team. In terms of staff wellbeing, for the 2025-2026 academic year, we currently offer;

- A staff wellbeing day

- A strong approach to Continued Professional Development with access to appropriate training.
- Access to the Knowsley employee assistance programme which offers a range of support mechanisms and benefits through Vivup.
- Access to an on-site gym with a variety of machines and equipment
- A range of initiatives such as Hug in a Mug recognition rewards, wellbeing boxes and staff wellbeing suggestions box etc.
- Free tea, coffees and milk for all staff.
- Fantastic Continued Professional Development opportunities.
- Hot Box Café orders weekly – purchase your take-away evening meal for your family which is made and prepared on site once a week by our post-16 hot box café.
- A supportive and friendly team all round!

Safeguarding and Compliance

Alt Bridge School is committed to promoting the welfare of children and adhering to the Equality Act 2010. We are a caring and challenging community that prioritises safeguarding, believing that all learners have the right to be protected from abuse and harm. Rigorous measures are in place to ensure this, and therefore all post holders are subject to a satisfactory enhanced check from the Disclosure and Barring Service (DBS).

In line with the Asylum and Immigration Act 1996, all prospective employees must provide evidence of eligibility to work in the UK.

Additionally, **social media checks** will be conducted for successful applicants, in accordance with current safeguarding procedures for recruitment.

Applications are welcome from all who are able to support the ethos of Alt Bridge School and are willing to make a positive contribution to the school. The successful candidate will be committed to making a positive difference to the education of children and will show initiative, enthusiasm and care.

Application forms should be completed online on the 'KMBC website - 'Jobs go Public'.

Closing date: Thursday 12.02.26 (12.00 Noon)

Shortlisting: Friday 13.02.2026

Interviews: w.c 23.02.2026