



Corporate Administrator

Recruitment Pack: August - September 2026





ABOUT US

WHO WE ARE

OUR APPROACH

Who We Are

ALP Schools are a chain of Independent Special Needs Schools. Each of our schools is Ofsted registered and caters for young people who have struggled in mainstream education due to their special educational needs. We also recognise the importance of building up routines, relationships, respect and trust in order to achieve successful teaching and learning. We are proud to offer a holistic and individualised approach to learning that truly empowers success.

Our Vision and Values

At ALP Schools, our vision is clear: *Empowering Success Through Holistic and Individualised Learning*. We hold a fundamental conviction that education can help every individual achieve their full potential, regardless of their ability. This isn't just a statement, it's the foundation of everything we do and the reason we exist.

Our approach is guided by our ARRRTT values, which underpin every aspect of our work with learners:

Attendance – We focus on improving each learner's attendance level to ensure they give themselves the basis to achieve.

Routine – Our tutors help learners gain routines adapted to their individual needs, ensuring they feel comfortable in the educational environment.

Relationships – Learners are supported in developing sound relationships with tutors and other service users, creating a foundation of trust and connection.

Respect – We work with learners and families in a holistic manner to maximize their life-chances and educational potential.

Trust – When pupils feel more secure and understood, they are empowered to take risks and grow in their learning.

Teaching – A formal, academic curriculum takes place, ensuring learners receive high-quality educational experiences tailored to their needs.

These values inform the decisions that we make and the interactions that we have, creating an environment where success is not just possible—it's expected.

This core belief drives our passion for working with learners and explains why our dynamic, bespoke approach successfully reaches so many disengaged and vulnerable young people. We understand that one size does not fit all, especially for children who face barriers to mainstream education.

Our unique strength lies in offering small class sizes where the curriculum is specifically tailored to each individual's needs. We recognise that successful teaching and learning are built on a foundation of strong routines, positive relationships, mutual respect, and trust—and we prioritise building these essential elements with every young person in our care.

From the moment of referral, we place the learner's special educational needs and disabilities (SEND) at the heart of our planning, alongside comprehensive family support, ensuring our educational interventions are both effective and appropriate.



ABOUT THE ROLE

THE SCHOOL

KEY RESPONSIBILITIES

ALP Schools is a chain of five “Good” schools, supporting pupils with Education, Health and Care Plans. This is an exciting time for the schools as we continue to grow in both our provision and reputation.

Our overarching purpose is to support learners in overcoming barriers to learning through flexible, structured, and supportive approaches. While our work can be challenging, it is equally rewarding. Staff wellbeing and professional development are central to our success.

About the Role

We are seeking an organised and proactive Corporate Administrator to support the effective day-to-day running of our specialist schools for young people with SEND.

The successful candidate will play a key role in delivering high-quality operational, HR and finance administration, coordinating essential systems including staff training compliance, records management, and the administration of examinations.

This includes providing on-the-ground support to HR and finance functions, from recruitment administration and staff records to absence monitoring, payroll inputs and financial procedures, ensuring central expectations are translated effectively into day-to-day practice within the school.

This is a multi-site role based across our Pierview Academy, Parkview Academy and ALP Sittingbourne, requiring accuracy, discretion and the ability to manage a varied workload to a high standard.





ABOUT THE ROLE

APPLICATION

KEY RESPONSIBILITIES

Salary range/Grade	£30,000 to £35,000 pa
Contract type	Full time, 37.5 hours a week
Responsible to	Corporate service's manager
Base	Kent Schools – working between Parkview Academy, Pierview Academy and ALP Sittingbourne

How to Apply

Interested candidates are requested to apply online or by email to HR Support. To download the application form, please visit www.alpschools.org and email all completed applications.

Closing Date: Wednesday 16th September

Interviews: TBC

We are committed to the highest standards of safeguarding and all posts are subject to an enhanced DBS check.

 **HR Support**
 hr-support@alpschools.org

[Click here for our website!](#)



Job Purpose

To play a key role in the effective day-to-day running of specialist schools for young people with SEND, by delivering high-quality operational, HR and finance administration that underpins safe, compliant and efficient practice.

The post holder will coordinate and maintain essential systems, including staff training compliance, records management, certification processes and the administration of examinations. Across all areas, the post holder will ensure information is accurate, up to date and aligned with statutory requirements and the school's internal standards, enabling leaders and staff to focus on delivering high-quality provision.

Working as a key link between the schools and central services, the post holder will provide on-the-ground support to HR and finance functions. This includes implementing processes relating to recruitment administration, staff records, absence monitoring, payroll inputs, and financial procedures, ensuring these are delivered accurately, consistently and in line with policy. The role ensures that central expectations are translated effectively into day-to-day practice within the school.

The post holder will also support senior leaders in fulfilling their statutory duties, including compliance with the SEN Code of Practice 2014 and other relevant guidance for independent specialist settings. This involves maintaining robust systems, supporting reporting and monitoring processes, and contributing to a culture of accountability and continuous improvement.

The post holder is required to handle sensitive information with the utmost confidentiality and professionalism at all times, ensuring that data is managed securely and in line with data protection requirements.

Overall, the role is central to ensuring that the school's operational infrastructure is efficient, compliant and aligned to its values, enabling the best possible outcomes for learners.

Key Tasks and Activities

HR Support Responsibilities

- To build and maintain successful relationships with learners and staff, treating them consistently with respect and consideration
- Maintain and update the company HR administration system, to complete HR administration relating to HR, policies and procedures for the school, including maintaining staff absence, monitoring statutory training, updating training records etc,
- To support with the administration of employee relations as required by the HR team
- Keeping the staff Driving at Work information up to date and ensuring all driving documentation is current.



- Manage student information and school information.
- Supporting the recruitment officer with processing new employee information, including the necessary documentation for Safer Recruitment as required.
- To ensure all relevant documentation, certifications and personal data are stored/archived in line with GDPR and the school retention schedule
- Ensuring staff have the necessary equipment upon appointment to work in the school
- Support the school's induction processes and procedures
- Assist with the HR mailbox, acting as the first line for queries

Finance Support Responsibilities

- Checking and approving the petty cash report in accordance with school policy
- Preparing and submitting monthly data for resource cards to the finance department, including the allocation of the appropriate expenses into the respective budget lines
- Processing/recording stationery and resource orders, ensuring the finance procedure is adhered to by all staff
- Update the finance department with staff mileage, overtime and expenses on a monthly basis
- Keep the asset register, furniture inventory, and IT register up to date

Shared / Operational (Cross-Functional Support)

- Update local authorities with learner attendance; submit monthly and termly reports on external providers and reduced timetables
- Oversee liaison with local authorities and parents regarding learner transport to and from school
- To be 'Arbor Champion' for the school, promoting the use of the system, answering simple queries or referring to the Arbor support team, update relevant staff on functions and new developments.
- To update and maintain the Admissions and Destinations register
- Minute taking in various school-related meetings
- Any additional tasks requested that are in keeping with the job title of Senior Administrator

Knowledge and Understanding

- To gain an understanding of the school's processes, policies and procedures.
- To understand the meaning of confidentiality and ensure all relevant documentation remains confidential.
- To know how to use ICT to advance administrative duties.
- To have achieved a qualification in English / literacy and mathematics/numeracy equivalent to at least level 2 of the National Qualifications Framework.
- To gain an understanding of the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the SEND Code of Practice.
- To work as part of the team liaising, advising and consulting where appropriate.
- To identify personal training needs and to attend appropriate internal and external in-service training.



Personal Development and Well-Being

- To support ALP School's drive for high standards by adhering to the ARRRT philosophy.
- To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
- To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Environment and Supervision

- To ensure that the personal working environment is clean and tidy, well presented and welcoming

Monitoring and Self-Evaluation

- Within the ALP School policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of learners, parents, staff and other stakeholders
- To take action to share areas of strength and remedy any weaknesses

Key Performance Indicators

- Accurate and compliant operational systems, with all records maintained to a high standard and audit-ready
- Effective HR administration, ensuring recruitment, staff records and absence monitoring are accurate and compliant
- Timely and accurate financial processes, with payroll inputs, purchasing and petty cash managed in line with policy
- Secure and compliant examinations administration, with all processes delivered accurately and on time
- High standards of confidentiality, with sensitive information handled securely at all times



Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

- Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
- Be a significant presence and role model for students and staff and to meet fully the school's dress code.
- Follow and where appropriate enact all relevant school policies, procedures and guidelines and those agreed by the Partnership.
- Contribute to development through team planning and review meetings.
- All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors

- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the schools policy
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.
- The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.



Person Specification

Education, Qualifications & Experience

To have achieved a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework.

Essential

Willingness to gain further knowledge and qualifications

Essential

Experience

Relevant and up to date experience in the coordination of EHCP annual reviews and the ability to liaise with senior management in relation to the annual review process.

Essential

Relevant experience of working with SEN including Social, Emotional and Mental Health difficulties (SEMH), addressing social exclusion, including but not limited to; youth work, alternative education provisions, community development, dealing with vulnerable people and those with complex needs.

Essential

Experience of working with clear guidelines, procedures and adhering to child protection.

Essential

Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies.

Essential

Understanding of working with people with challenging behaviour / complex needs / disabilities.

Essential

Ability to quickly establish relationships with young people, vulnerable people and families with complex needs.

Essential

Knowledge, Skills and Abilities

Proven track record of using own initiative to deliver against business objectives.

Essential

Proven track record of running systems and adhering to policies and procedures in school setting.

Essential

Knowledge of the SEN Code of Practice 2014 and the EHCP process.

Essential

To have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interests.

Desirable

Willingness to keep up to date in subject knowledge and national developments.

Essential

Good Knowledge of special educational needs and disabilities.

Essential

Excellent interpersonal skills with both adults and children.

Essential

Willingness and ability to work as part of a team.

Essential

Ability to communicate effectively both verbally and in writing.

Essential

Ability to prioritise and organise own work.

Essential

Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines.

Essential

Knowledge of Health and Safety procedures and their application.

Desirable

Proactive approach to problem solving.	Desirable
Ability to work flexibly in a rapidly changing environment.	Desirable
Strong understanding of youth and wider community issues.	Essential
Computer literate (Word, Excel, Outlook and internet).	Essential
Excellent interpersonal skills, inc active listening.	Essential
Strong organisational, planning and time management skills.	Essential
Excellent written and communication skills.	Essential
Knowledge of social media.	Desirable

Personality and Social Skills

To have a 'can do' philosophy	Essential
To enjoy working with young people.	Essential
To be flexible, energetic, adaptable and have the ability to use initiative.	Essential
To identify and develop opportunities	Desirable

To carry out professional duties in a positive, helpful and courteous manner.	Essential
A mature and calm attitude and approach.	Essential
To have high aspirations and expectations for their students and themselves.	Essential
Committed to raising standards and continuous improvement.	Essential
To be dedicated to the progression of the students, the school and themselves.	Essential
An empathetic nature.	Essential
Mature and professional approach to vulnerable people, families and other professionals.	Essential
Ability to maintain confidentiality in the light of handling sensitive information.	Essential
Good communication and social skills, with a good sense of humour.	Essential
Ability to work flexibly with reference to time and location and meet deadlines.	Essential
Ability to cope with difficult interpersonal behaviour and language.	Essential
Demonstrate a consistent and positive attitude to challenges	Essential
Demonstration of a solution focussed and flexible approach to management.	Essential



Other Factors

Full and current driving licence with use of a vehicle for work.

Desirable

Willingness to drive a company vehicle.

Desirable



 HR Support

 hr-support@alpschools.org

 www.alpschools.org