



Immanuel College
Church of England Academy

bdot
Bradford Diocesan
Academies Trust



Applicant Information Pack

Post 16 Administrator

Closing Date: Friday 18 September 2026, 9.00am
Interview Date: w/c Monday 21 September 2026

Welcome from the Headteacher

Dear Applicant

Thank you for your interest in joining Immanuel College. I hope that the information within this application pack, together with the information available on our website, gives you a strong sense of who we are and inspires you to make an application.

Immanuel College is an 11 to 18 Church of England Academy and a proud member of Bradford Diocesan Academies Trust (BDAT). Located in Idle, in the north of Bradford, we have served our local communities for more than twenty years, providing an education that combines academic excellence with strong Christian values.



At the heart of our school is a distinctive Christian vision built upon the foundations of perseverance, character and hope. The name Immanuel means "God with us", and our motto, "All God's Children", reflects our commitment to ensuring that every young person is known, valued and supported to flourish. This vision shapes every aspect of school life and was recognised through our most recent SIAMS inspection, which judged Immanuel to be an Outstanding Church school.

We are proud of the culture we have created at Immanuel. High standards of behaviour, mutual respect and positive relationships allow students and staff to thrive. Through our shared expectations, known as the "Immanuel Way", we foster a community where everyone can feel safe, supported and successful.

Our most recent Ofsted inspection judged the school to be Good, and we continue to build on this strong foundation. We are particularly proud of our academic outcomes, with students achieving excellent progress across a broad and inclusive curriculum. Our Sixth Form consistently delivers exceptional results and provides students with outstanding opportunities to prepare for higher education, apprenticeships and employment.

What makes Immanuel truly special, however, is its people. Our staff are ambitious for every student and are committed to helping young people achieve their very best. In return, we are committed to supporting our colleagues through high-quality professional development, meaningful career progression opportunities and a strong focus on wellbeing. We actively seek ways to reduce unnecessary workload so that staff can focus on what matters most: delivering excellent teaching and supporting young people to succeed.

As Headteacher, I am proud to lead a school community that is ambitious, caring and deeply rooted in its Christian foundation. If you share our values and believe you can make a positive contribution to our community, I would be delighted to receive your application.

With best wishes,
Ashleigh Lees
Headteacher
Immanuel College

Advert

Job title:	Post 16 Administrator
Contract type:	Permanent
Contract type:	30 hours, TTO (Hours 08.30 to 14.30)
Salary:	Band 3/4 (SCP 3 to 4) Full-time salary £25,949 - £26,016, Actual salary £17,631 - £17,677
Closing Date:	Friday 18 September 2026, 9.00am
Start date:	As soon as possible

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Our staff are at the heart of our success. Teachers and support staff at Immanuel College have high aspirations for every student and are deeply committed to helping them reach their potential. In return, we place great value on staff wellbeing, actively reducing unnecessary workload wherever possible. We offer a robust performance management system, alongside a comprehensive and bespoke programme of CPD, to ensure colleagues feel supported in their professional growth.

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Job Description

Job Title:	Post 16 Administrator
Team/Faculty:	Post 16 Team
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Accountable to:	Head of Post 16

Job Purpose

To provide high-quality administrative, attendance and student support services for the Sixth Form, ensuring the effective day-to-day running of the Post-16 provision.

The Post-16 Administrator plays a key role in supporting student achievement, safeguarding, attendance, punctuality and communication with staff, students and parents/carers. They will act as the first point of contact for many Post 16 administrative processes and contribute to a positive, professional and ambitious culture within the Post 16.

Range of Duties

Attendance and Punctuality

Daily Attendance Monitoring

- Complete daily attendance checks for all Sixth Form students.
- Identify unexplained absences promptly.
- Contact parents/carers and students regarding absence through calls, emails and text messaging systems.
- Record reasons for absence accurately on the school's Management Information System (MIS).
- Ensure attendance coding complies with school and DfE requirements.
- Monitor attendance patterns and escalate concerns to Sixth Form leaders.

Attendance Intervention

- Produce weekly and half-termly attendance reports.
- Track persistent absence and attendance concerns.
- Support attendance panels, meetings and parental discussions.
- Assist with attendance action plans and intervention strategies.
- Maintain accurate attendance records and evidence.

Monitoring Punctuality

- Monitor lateness to school, registration, lessons and study periods.
- Record and analyse punctuality concerns.
- Contact students and parents regarding repeated lateness.
- Produce punctuality reports for Sixth Form leaders.
- Support implementation of punctuality improvement strategies.

Student Support Administration

- Act as a first point of contact for Sixth Form students.
- Support students with routine enquiries.
- Assist students with timetable, rooming and programme queries.
- Maintain accurate student records.
- Support student induction programmes.
- Support student transitions from Year 11 into Sixth Form.

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- Assist with enrolment and admissions processes.
- Coordinate student documentation and forms.
- Maintain confidentiality in all student matters.

Sixth Form Administration

- Manage Sixth Form correspondence and communications.
- Draft letters, reports and routine communications for parents/carers.
- Produce meeting agendas and take minutes when required.
- Organise Sixth Form events and activities.
- Maintain electronic and paper filing systems.
- Coordinate stationery and resource requirements.
- Support open evenings, induction events and results days.
- Support UCAS and careers-related administration where required.
- Assist with examination administration processes.

Monitoring and Reporting

- Produce attendance, behaviour and achievement reports.
- Support data collection and tracking processes.
- Assist leaders in identifying achievement trends and concerns.
- Prepare information for parental meetings and review days.
- Support the administration of intervention tracking.
- Maintain accurate records of student progress discussions and support plans.

Safeguarding Responsibilities

- Promote the safeguarding and welfare of students.
- Follow all safeguarding policies and procedures.
- Report safeguarding concerns immediately using school systems.
- Maintain appropriate confidentiality and professional boundaries.
- Support safeguarding processes through accurate record keeping.
- Work closely with attendance and safeguarding teams regarding vulnerable students.

Communication and Stakeholder Engagement

- Build positive relationships with students, parents/carers and staff.
- Respond professionally to enquiries.
- Liaise with teaching staff regarding attendance and student concerns.
- Support communication between Sixth Form leaders and families.
- Promote a positive image of the school and Sixth Form.

Data Management

- Maintain accurate student records.
- Update MIS systems efficiently and accurately.
- Produce reports using school information systems.
- Ensure compliance with GDPR and data protection legislation.
- Support audits and quality assurance activities.

General Administrative Duties

- Reception and front-of-house support for Sixth Form visitors.
- Diary and calendar management.
- Photocopying, scanning and document preparation.
- Ordering and monitoring resources.
- Maintaining Sixth Form noticeboards and communication displays.
- Supporting staff meetings and school events.
- Any other duties appropriate to the grade of the post.

Key Outcomes

The successful postholder will ensure:

- Sixth Form attendance remains high and is robustly monitored.
- Attendance and punctuality issues are identified quickly.
- Student records are accurate and up to date.
- Parents receive timely communication.
- Administrative systems are efficient and effective.
- Students experience high-quality support.
- Sixth Form leaders receive reliable information to support decision-making.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

Person Specification

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Category	Essential Criteria	Desirable Criteria
Qualifications and Training	- GCSE English and Mathematics (Grade 4/C or above). - Relevant administrative qualification or equivalent experience.	- First Aid Qualification - Safeguarding training - Business Administration qualification
Experience	- Experience of administrative work in a busy environment. - Experience of maintaining accurate records. - Experience of working with confidential information. - Experience using Microsoft Office applications.	- Experience working within a school or educational setting. - Experience using school MIS systems (e.g. Arbor, SIMS, Bromcom). - Experience supporting attendance processes.
Knowledge	- Understanding of data protection and confidentiality. - Knowledge of effective administrative procedures. - Understanding of customer service principles.	- Knowledge of school attendance procedures. - Understanding of safeguarding responsibilities. - Knowledge of Sixth Form or Post-16 education provision.
Skills and Attributes	- Knowledge of school attendance procedures. - Understanding of safeguarding responsibilities. - Knowledge of Sixth Form or Post-16 education provision.	
Personal Qualities	- Professionalism. - Reliability. - Integrity. - Initiative. - Resilience. - Discretion. - Commitment to student success. - Commitment to safeguarding and inclusion. - Alignment with the school's values and ethos.	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via email.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. The interview will consist of a tour of the school, a task and formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing Date: Friday 18 September 2026, 9.00am
Interview Date: w/c Monday 21 September 2026

Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT

General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our vision is:

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“We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve. We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

Our values are:



Contact Details

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