



A MOORLANDS LEARNING TRUST ACADEMY

Recruitment Pack

Administrator (inc Finance)

Start date: Sept/Oct 2026

37 hrs per week, TTO plus 10 days, Permanent



Vision

Together we belong, develop character and achieve excellence



Values



Responsibility



Kindness



Resilience

Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



Administrator (inc Finance)

Location: Rawdon, Leeds

Contract: Permanent

Start Date: Sept/Oct 2026

Closing Date: 8am on Monday 31st August 2026

Salary: £25,337 - £26,601 Actual salary, Term Time Only plus 10 days

We are seeking an Administrator (inc Finance) to contribute to the delivery of high-performing, flexible and effective administrative services that meet the needs of the school.

Benton Park School is a thriving, inclusive comprehensive school located in Rawdon, on the outskirts of Leeds. With over 1,500 students—including a vibrant Sixth Form of over 200—we are proud to serve a diverse and supportive local community. Our recent move into a £28.5 million state-of-the-art building has created an inspiring environment for learning and working, underpinned by cutting-edge classroom technologies.

As part of the Moorlands Learning Trust, we are committed to delivering a truly aspirational education for all. Our school vision—"Together we belong, develop character and achieve excellence"—captures our belief in the power of community, personal growth, and high achievement. We are proud to be a school that goes from strength to strength, with good behaviour and attendance and strong outcomes and destinations for our students.

Our values—Kindness, Resilience, and Responsibility—shape our culture and guide every interaction. They underpin our commitment to developing confident, compassionate, and capable young people who are ready to make a positive contribution to society.

We celebrate the importance of community through a rich calendar of events that bring our school to life. Highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances provide students with opportunities to showcase their talents, develop leadership and teamwork skills, and build lasting memories. These events unite students, staff, families, and the wider community, reinforcing our ethos and strengthening the sense of belonging that defines Benton Park.

Our curriculum is broad, balanced, and enriched by opportunities for personal development, leadership, and community engagement—including strong partnerships with local primary schools through the Aireborough Learning Partnership Trust. We also take pride in our unique morning meeting structure, our strong pastoral care, and our relentless focus on effective teaching and mentoring, which together ensure excellent outcomes and a strong sense of connection for every student.

Benton Park is more than a school—it's a place where students grow, belong, and flourish.



About Benton Park School

Benton Park School is a popular and oversubscribed comprehensive school located to the north-west of the vibrant and diverse city of Leeds. We are proud to serve a wide catchment area including Rawdon, Yeadon, Calverley and Farsley as well as areas further into Leeds and Bradford. Our families are incredibly supportive, and we work closely with a number of local primary schools through strong partnerships, including our work with the Aireborough Learning Partnership Trust.

We are fortunate to have benefited from a £28.5 million investment in our premises, resulting in a state-of-the-art learning environment that inspires both students and staff. Our bespoke Sixth Form centre has been extensively refurbished to create a welcoming and aspirational space for post-16 study, and our Sixth Form continues to grow in strength and popularity.

Our vision—"Together we belong, develop character and achieve excellence"—drives every aspect of our work. It is supported by our core values of Kindness, Resilience, and Responsibility, which underpin our inclusive ethos and commitment to developing well-rounded, confident young people. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing, helping students to build the skills and character needed for success in life beyond school.

We believe in celebrating success and fostering a culture of inclusivity and positivity. Our rewards system recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in the wide range of enrichment opportunities we offer. These include lunchtime and after-school clubs, educational visits both in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our school identity. Annual highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging—making Benton Park not just a place to learn, but a place to grow and thrive.



Welcome from the Headteacher



Thank you for your interest in joining Benton Park School.

As an Administrator, you would play a vital role in supporting our vibrant school community and helping to shape a strong, positive, and successful learning experience for all students. Your contribution would be part of a wider team effort that ensures every child feels safe, supported, and ready to thrive.

We are looking for a highly motivated, positive colleague who can contribute to maintaining excellent standards in all areas of school life. A team player, you will have the ability to form high-quality relationships with staff, students, and families alike.

Benton Park is a thriving, inclusive and oversubscribed comprehensive school located in Rawdon, on the outskirts of Leeds. We serve a diverse and supportive community and we are proud to recognise and celebrate this. Our school is proud to be part of the Moorlands Learning Trust, and we continue to go from strength to strength—with excellent behaviour, great attendance and strong outcomes and destinations for our students.

Our vision—"Together we belong, develop character and achieve excellence"—drives every aspect of our work. It is underpinned by our core values of Kindness, Resilience, and Responsibility, which shape our culture and guide every interaction. We are proud to have received national recognition for our inclusive and values-driven approach, including the RED Award for Diversity and Inclusion and the UK Gold Feminista Award for promoting gender equality and student voice.

We take an evidence-informed approach to school improvement. There are no gimmicks or silver bullets—just a relentless focus on doing the simple things well, every day. Our 'warm-strict' approach instils strong learning habits and helps students become better qualified, more successful, and happier. We expect students to follow routines, wear their uniform with pride, and be fully engaged in their learning.

Our curriculum is designed to ensure students know and remember more as they progress, with clear Learning Journeys and Progression Models that promote mastery and a love of learning. We place high value on the breadth, retention, and application of knowledge, and actively work to enrich and bridge gaps in cultural capital.

We also celebrate success at every opportunity. Our positive rewards culture recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in our wide range of enrichment opportunities. These include lunchtime and after-school clubs, educational visits in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our identity. Annual highlights such as our music events including our Live in LS19 festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging.



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Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing—ensuring students are equipped not only for academic success but for life beyond school.

Joining Benton Park means becoming part of a school that is ambitious, inclusive, and deeply committed to making a difference. We look forward to welcoming a new colleague who shares our values and wants to contribute to our continued success.

Mr N Skilton
Headteacher



Teaching and Learning at Benton Park

I Do, We Do, You Do

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

Learning Journeys and Progression Models

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

Subject Specialism

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

Professional Development

Developing our staff is incredibly important to use. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

Benton Park Fundamentals

At Benton Park, we build our teaching around some crafted fundamentals to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on support all learners, including our most vulnerable, having access to the highest quality support through these fundamentals

Reading

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our School community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



JOB DESCRIPTION

Role	Administrator (inc Finance)
Allowances:	NJC 12-15, Term Time + 10 days
Responsible to:	Operations Lead
Line Manager:	N/A
Review Date:	September 2027

Purpose of the Job

- To contribute to the delivery of high-performing, flexible and effective administrative services that meet the needs of the school; providing professional, confidential and accurate support across a range of school functions.
- To ensure excellent customer service to students, staff, parents/carers and visitors.

Responsibilities

- Provide a consistently professional, welcoming and solution-focused service to students, staff, parents/carers and visitors, responding to enquiries and concerns in a timely and appropriate manner.
- Prepare, format and quality-assure routine correspondence, communications and documentation, ensuring high standards of accuracy and presentation.
- Use school IT systems to input, retrieve, maintain and report information accurately, maintaining data quality, version control and secure record-keeping.
- Collate and prepare information from a range of sources to support day-to-day operations and decision-making.
- Maintain accurate, current records in line with policy and legislation, ensuring confidentiality at all times and working on a strict “need-to-know” basis.
- Handle sensitive information in accordance with safeguarding, data protection and information security requirements, escalating concerns promptly and appropriately.
- Provide general administrative support as directed, including supporting internal and external events and responding flexibly to operational priorities.

The post-holder may be deployed to any area of school administration. Duties will vary depending on operational need and may include:

Finance/Trips

- Raise purchase orders and process invoices on the finance system with accurate coding; complete basic journals as directed.
- Administer ArborPay/online payments; reconcile income; resolve routine queries from parents/carers and staff.
- Maintain cashless catering data (including FSM entitlements and allowances) and run scheduled reports.



- Support purchasing card administration by collecting receipts/narratives and ensuring timely, accurate coding
- Set up and reconcile trip/visit payments; track arrears and follow agreed escalation steps.
- To support with the administration of the trips and visits process, with a full understanding of the EVC process.
- Keep orderly digital filing and audit trails for finance documents; produce simple reports for budget holders/SLT as requested.

Reception / Student Reception / Front-of-house

- Support the efficient operation of Reception and/or Student Reception, maintaining a welcoming, well-organised and well-managed front-of-house service.
- Book and service meeting rooms, including hospitality arrangements and basic event logistics.

Pastoral / Safeguarding / Inclusion administration

- Maintain accurate records and support administrative processes linked to pastoral systems, safeguarding processes, inclusion/SEND, attendance, behaviour, interventions and student support (as directed), ensuring compliance with school procedures.
- Support the administration of work with external bodies, including document preparation, minute-taking as required, and secure distribution of paperwork.
- Contribute to the development and maintenance of recording and information systems (e.g. behaviour, attendance, interventions) and produce management information as directed.

Reprographics / Resource preparation

- Provide efficient reprographics support, including bulk photocopying, resource preparation and completion of print tasks to deadlines.

First aid / medical administration (where trained and deployed)

- Maintain first aid rooms, kits and supplies; conduct regular audits and ensure replenishment and safe storage.
- Maintain accurate accident/incident records and first aid logs in line with school procedures.
- Support the administration of pupils' medical care plans and parental consent; maintain registers for emergency medication (e.g. auto-injectors, inhalers) and track expiry dates.
- Support coordination of first aid and medical arrangements for trips, visits and large school events.

Events / trips / exams support (as directed)

- Assist with organisation and administration of key school events (e.g. Open Evening, Induction events, Key Stage events) and support educational visits administration as required.
- Provide support for the invigilation and administration of internal and external assessments as directed.



Additional duties

- Undertake occasional lunchtime, break time or after-school duties as requested.
- Be first-aid trained and mental health first-aid trained.
- Support and promote the school's policies on diversity and equality of opportunity.
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.
- Be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data.
- Undertake any other duties commensurate with the grade of the post.

Variation in Role

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

Health and Safety

The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

Benton Park School is an equal opportunities employer and is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect of safer recruitment. All persons employed by the school, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the school have their eligibility to teach checked with the DfE.

As a Trust that values honesty, individuality and personal growth, we ask that all application materials, including personal statements, are the applicant's own work and reflect their individual perspectives and experiences. We do not expect candidates to use AI or automated tools to generate their responses and the use of AI may result in an application being withdrawn from the recruitment process.



Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	• Good IT skills and demonstrably good levels of literacy and numeracy. • GCSE English and Maths grade 4 and above (or equivalent).	• ICT qualifications. • First Aid at Work (or willingness to obtain). • Mental Health first-aid (or willingness to obtain)	• Application • Certification
Experience	• Experience of working to deadlines. • Experience of providing customer-focused services.	• Working with young people. • Experience of working with complex and sensitive data. • Experience of working in an administrative role.	• Application • Interview • References
Knowledge and skills	• Adaptability to changing circumstances/ideas. • Ability to communicate and negotiate effectively to a range of audiences (internal and external) through written, oral and presentation skills. • Ability to address and resolve issues/queries. • Evidence of problem-solving ability.	• Ability to work with a wide range of data effectively. • Able to develop and maintain effective communication systems. • Familiarity with school information systems (e.g. Arbor) or willingness to learn	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Values-aligned • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Work effectively as a member of a team • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail	• Willing to offer time to improve student experience e.g. extra-curricular, trips and visits • Able to manage conflict	• Application • Interview • References



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- Ability to work under pressure
- Commitment to the full life of the school including occasional events outside normal hours.

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds.



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