



Administration Manager
May 2026

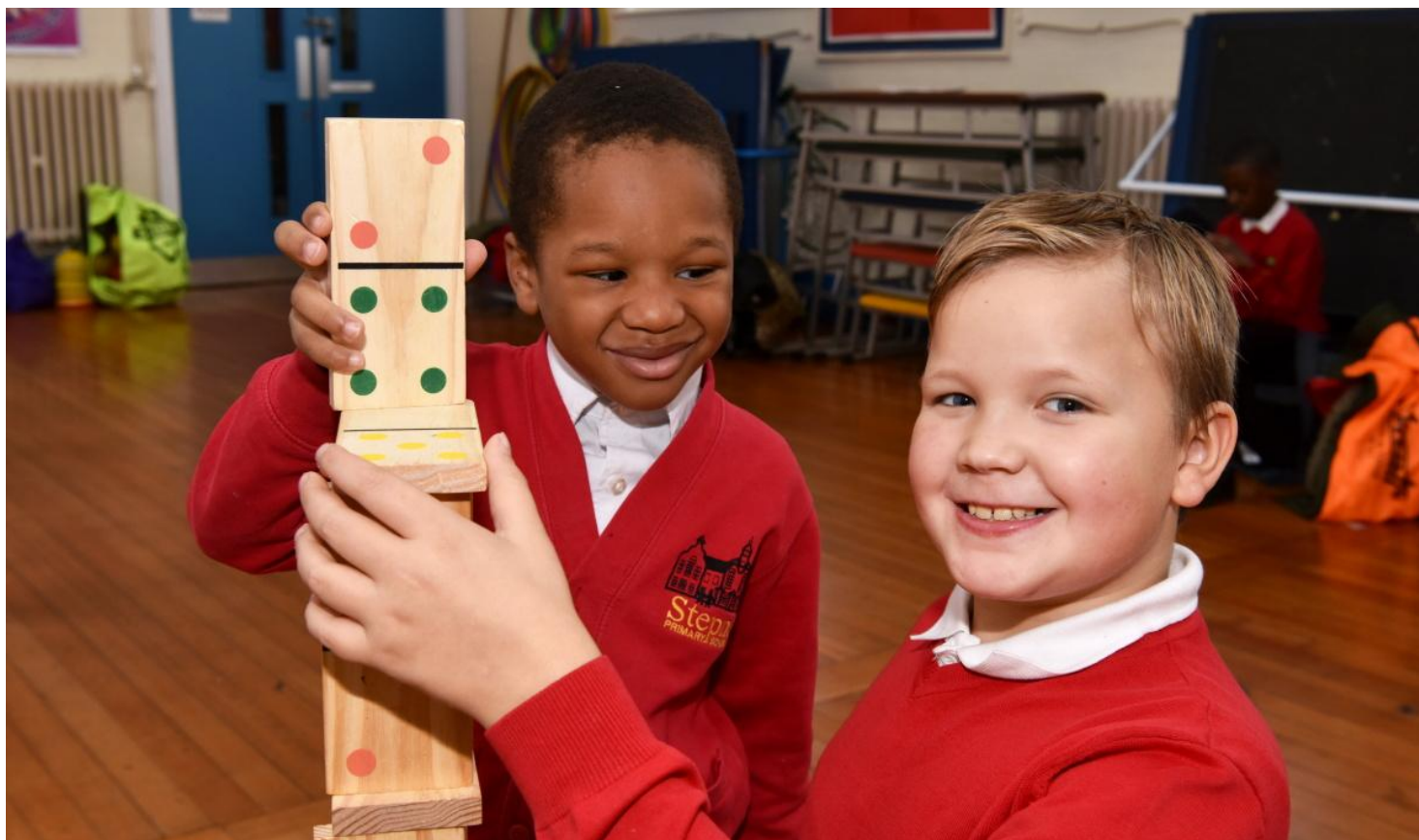


Results - Stepney Primary School

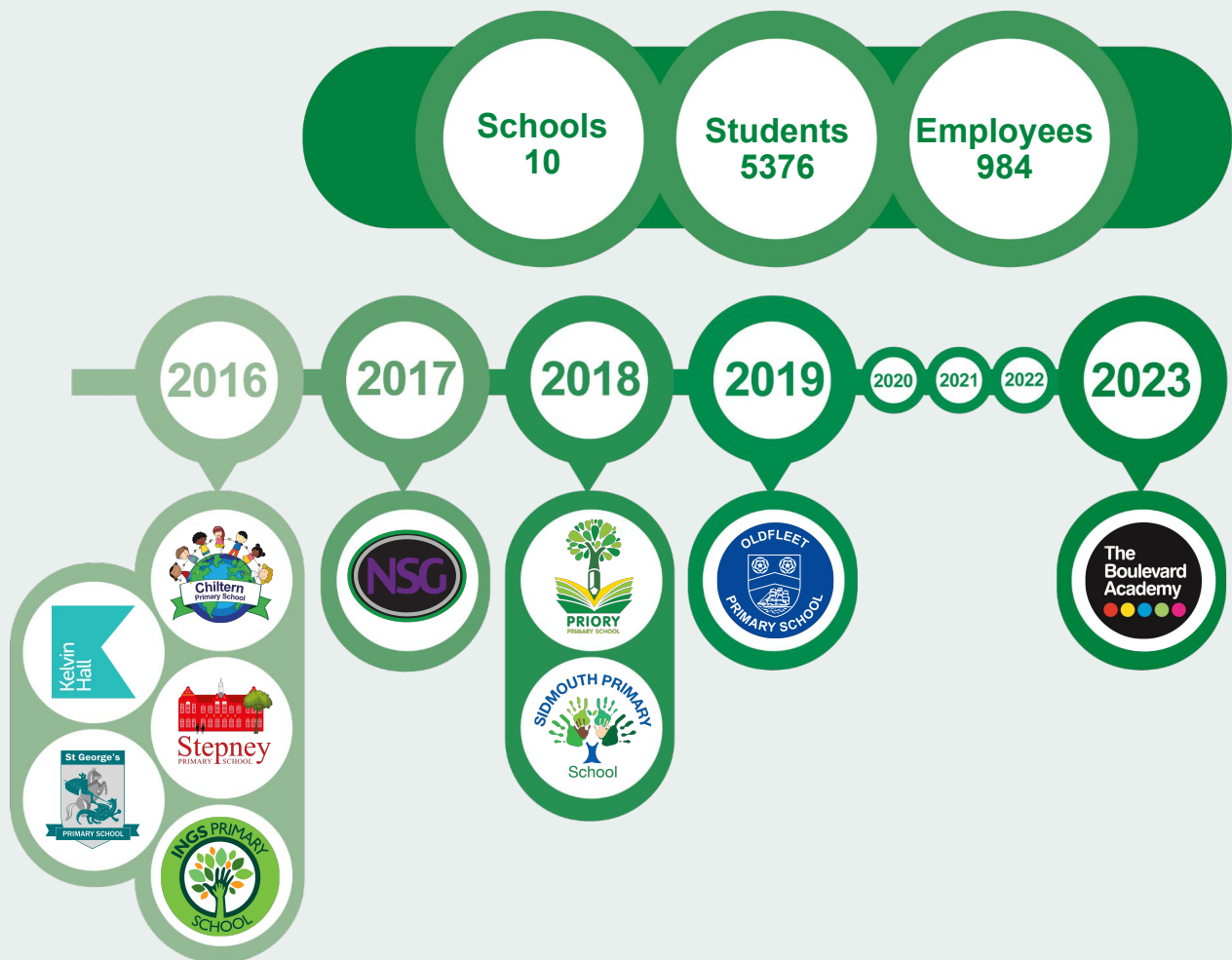
KS2	% at age related expectation - School	% at age related expectation - National
Reading	51.9	73
Writing	59.3	71
Maths	55.2	73
RWM	44.4	59

KS1	% at age related expectation - School	% at age related expectation - National
Reading	46.7	68.3
Writing	40	60.1
Maths	56.7	70.4

EYFS	% good level of development
School	53.3
National	68



Our Journey so far...



Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

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Administration Manager
Salary: Grade 6 Point 13 - 19 (£25,720 - £28,372 actual salary per annum)
Hours: 37 hours per week, Term Time Only plus 10 days
Permanent
As soon as possible

Thrive Co-operative Learning Trust is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

The Opportunity

Stepney Primary School is looking to appoint a skilled and highly motivated Administration Manager to manage the day to day running of the school office. This is an exciting opportunity for someone who has previous administrative experience preferably in a school environment looking for the next step in their career.

What We Offer

- An inclusive and forward-thinking Multi-Academy Trust
- Opportunities for professional growth and development
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Local Government Pension Scheme/ Teachers Pension

What You Will Bring

we are seeking a highly motivated and skilled individual who possesses significant experience. You will have a proven track record of managing a team and will be proficient in using financial systems to produce accurate information. While previous experience in an educational setting and knowledge of DfE or EFA statutory reporting is preferred, it is essential that you have the strategic mindset necessary to develop and implement practical organisational plans.

As a key professional within the school, you must be able to "think on your feet" under pressure and communicate with a wide range of partners and colleagues. Above all, you will bring a deep commitment to safeguarding and promoting the welfare of children, with the ability to maintain professional boundaries while fostering positive relationships within our school community.

Next Steps

For further information and an informal discussion, please contact Joanne Atkinson by email on atkinsoni@thrivetrust.uk.

- **Closing date:** Sunday 31st May 2026, 12pm
- **Interviews:** Friday 5th June 2026

Please note that we do not accept CVs; applications must be submitted using our recruitment platform's application form.

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy, and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children; therefore, it is a 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, and 2020. **Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly, and feel a sense of belonging. Please visit [Thrive Trust's website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our schools.



Job Description

Post Title	Administration Manager
Grade	Grade 6
Location	Stepney Primary School
Reporting to	Head of School

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To be the school's leading non-teaching support staff professional and work as part of the Senior team to assist the Head of School and SLT in their duty to ensure that the school meets its educational aims.
3. To liaise with the MATs central services team in order to run Facilities Management, Catering and IT support services within the school. Ensuring the services run to a high standard liaising with the Trust lead when necessary.
4. To operate the school's finances (Orders/Cash Processing) in line with the Trust finance policy and systems of the Trust.
5. To ensure all monthly information required by the Trust is submitted on a timely basis in line with the MATs financial calendar.
6. To ensure the Single Central Record is kept updated at all times and ready for inspection by a third party. Liaise with the MAT to ensure changes of legislation are adhered to.
7. To manage the administration function within the school to ensure the smooth running of the support function of the school.
8. To lead on the production and timely submission of the school census and school's workforce census. Ensuring any anomalies are reported to the Head of School and/or Trust as necessary.
9. To act as a lead data officer within the school and working alongside the Trust Data Protection Officer to ensure the Academy is GDPR compliant.
10. Liaise with the Trust Site Staff to ensure the schools facilities are maintained in an excellent condition to create a positive environment for children to learn.
11. To line manage the Attendance Officer, Administration Assistants and Site Facilities Officer including annual performance management review.
12. To ensure senior leaders are updated with changes to central MAT policies and ensuring the school responds accordingly.
13. To provide monthly return of all absence and leave of all staff to the MAT's payroll team on a timely basis.
14. To provide monthly payroll information to the central MAT team such as new starters, variations from contract, leaver information and overtime information on a timely basis.
15. To lead on recruitment of all support staff and provide key support on recruitment of teaching and teaching support staff in conjunction with MAT central services where appropriate.
16. Any other duties of a similar nature or level as requested by the Head of School and/or SLT.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	Line management of the Attendance Officer, Administration Assistants, Site Facilities Officer and Cleaning staff.
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Responsible for guidance and advice to Head of School Central Trust Staff/ Local SLT
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Coordination and operation of the school building through the MAT central team including management of the school asset register.

		E	D	How Identified
Qualifications	Qualified to level 3 in related subject or significant operational experience	✓		C
	GCSE at 'C' / 4 or above in English and Maths or equivalent	✓		
Relevant Experience	Experience of using financials systems including producing financial information		✓	AF, I
	Experience of managing a team	✓		
	Experience of leading, devising, implementing organisation development plans and strategies.		✓	
	Experience of working in an educational setting		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Resilient, adaptable and able to manage challenges and opportunities.	✓		
	Ability to think and work strategically and develop effective strategic and practical plans	✓		
	Ability to facilitate others to think strategically	✓		
	Ability to 'think on your feet' under pressure	✓		
	The skills of an effective team leader, member and finisher.	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Knowledge of DFE and EFA requirements for statutory school reporting		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Ability to argue a case articulately and persuasively orally and in writing	✓		
	High level communication skills and an effective listener	✓		
	Excellent negotiating and presentation skills	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS (after shortlisting)
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		