



RECRUITING • TRAINING • DEVELOPING TEACHERS

SYTH Administrator

Applicant Pack



Contents

The vacancy	3
Post advert	3
Role summary.....	3
Job description	5
Specific duties and responsibilities.....	5
Support for the trust/school	6
Changes to these duties	7
Person Specification	8
Job Title: SYTH Administrator	8
Knowledge, experience and skills	8
Qualifications	8
Other skills	8
Interpersonal skills.....	9
Child protection.....	9
South Yorkshire Teaching Hub.....	10
Chorus Education Trust	11

The vacancy

Post advert

Deadline for applications:	11.59pm on 09 July 2026
Interviews to be held:	Week beginning 13 July 2026
To start:	01 September 2026

We require an experienced administrator to work in the busy South Yorkshire Teaching Hub admin team from September 2026. The post holder will report to the Director of and the Associate Director to the Appropriate Body.

The South Yorkshire Teaching Hub is part of a national network of Centres of Excellence for teacher training and development. Our mission is to support teachers at every stage of their career—from initial teacher training through to leadership—ensuring every child benefits from high-quality teaching.

We work in close partnership with schools, trusts, and strategic partners across the region to deliver and coordinate key Department for Education programmes, including:

- Initial Teacher Training (ITT)
- Early Career Framework (ECF)
- National Professional Qualifications (NPQs)
- Appropriate Body services for Early Career Teachers

Through this work, we are proud to contribute to a self-improving, school-led system—where collaboration, innovation and shared expertise drive continuous improvement.

This is a unique opportunity to play a key role in supporting collaboration across a vibrant regional network of schools, trusts, and education partners. No two days are the same—you'll work with a wide range of stakeholders, from school leaders and early career teachers to national delivery partners and system leaders, helping to ensure high-quality professional development reaches educators across South Yorkshire.

Role summary

Post title:	SYTH Administrator
Profile:	BS2.5
Grade:	4
Grade spinal point range:	SCP 7 to 12
Salary:	£26,403 - £28,598 (pro rata £10,703 - £11,593)
Accountable SLT post:	Executive Director of SYTH
Line manager (if different):	Director of Appropriate Body

Staff to be supervised or line managed by post holder:	N/A	
Post holder will work with:	Trust and school/SYTH support staff Other teaching and support staff	
Holiday and sickness relief:	By and for other SYTH Administrative staff	
Purpose of post:	To assist in the delivery of an efficient and effective administrative support service	
Version revised:	June 2026	
Contract:	Temporary	16 hours/52 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school(s).

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To provide an efficient general administrative support service, following the appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines. This will include, but not be limited to:

General Administration:

- To undertake general routine administrative tasks, e.g. typing, photocopying, filing, minute taking and other clerical duties as required.
- Undertake general administrative processes within the team under clear guidelines and instruction.
- Be the first point of administrative support for the Appropriate Body, including monitoring DfE systems and be the first point of contact for participant bookings for AB activity.
- To monitor and action generic enquiries channels (e.g. email inboxes and telephone calls) as directed and liaise with colleagues to resolve enquiries.
- Arrange and provide general support for visitor management, meetings and events as required.

SYTH Administration:

- Support the co-ordination and administration of Professional Learning delivery and promote the opportunities to partner schools. Administer and track CPD bookings internally and externally.

MIS Administration:

- Data entry tasks associated with various management information systems for AB and SYTH.
- Use established systems for monitoring, reporting and follow up on activity, updating data.
- Use reporting templates to maintain and collate reports.
- Monitor delivery, activity, outcomes, impact using the appropriate management information systems.

Early Career Teacher (ECT) Administration:

- Regularly monitor and track applications received through appropriate systems and collate, monitor and update data on the progress of applications.
- Support with compliance checks relating to eligibility using established systems and procedures.

- Maintain accurate records of quality assurance data relating to ECT provision, statutory entitlements and Appropriate Body monitoring visits.
- Support the termly report review process and maintain accurate records of report status and outcomes.
- Support the administration of ECT monitoring processes including Stage 3 Cause for Concern process.

Finance Administration:

- Work under the direction of the Finance Manager and leader to ensure accurate processing and recording of purchase orders and invoices via the Trust finance system.

Marketing Administration:

- Work with the Trust marketing team to support them with administration in relation to the production of marketing materials for the AB and SYTH.
- To assist in the organisation and administration support for delivery of events, meetings and training and development activities including organising and communicating marketing materials, as required. Including attending events (where appropriate) throughout the year to support the team (out of office hours work will be compensated where necessary).
- Provide administrative support for set up and monitoring and reporting of event evaluations using appropriate systems.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Director of SYTH.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: SYTH Administrator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite ‘can do’ mentality.	✓		I

Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

South Yorkshire Teaching Hub

The South Yorkshire Teaching Hub is part of Chorus Education Trust, based at Silverdale School. The Hub was one of the pilot teaching school hubs, funded by the Department for Education and is now part of a national network of 87 teaching hubs.

We aim to be the place to go for teaching news, jobs and training information in the region – for both current teachers and those looking to join the profession. We will develop, co-ordinate and promote the work of a range of partners across Sheffield and Rotherham, supporting the journey of teachers from initial teaching training (ITT) to becoming headteachers and chief executive officers.



RECRUITING • TRAINING • DEVELOPING TEACHERS



SCHOOL CENTRED INITIAL TEACHER TRAINING



In addition to trust-wide benefits for all staff, those at the South Yorkshire Teaching Hub also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.

You can view the South Yorkshire Teaching Hub website at:

www.southyorkshireteachinghub.org.


Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.