



THE
PEOPLE'S
LEARNING TRUST

College Administrator
RECRUITMENT PACK

WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



How we will help children achieve:

We aim to ensure the highest standard of teaching across our Trust.

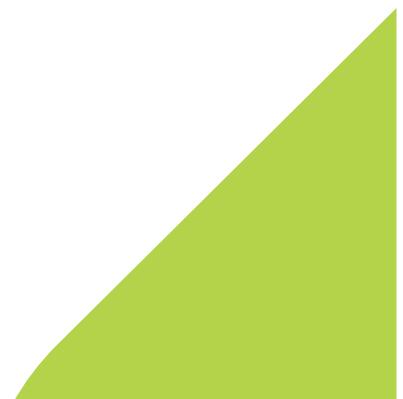
Our strategies include:

- increasing the number of academies rated outstanding by Ofsted;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

Our commitment to excellence:

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.





Join us:

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

Our Mission:

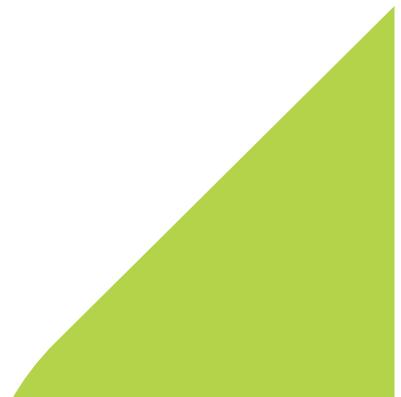
We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

Our Values:

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

Our Goals:

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.





ABOUT TPLT

The People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with a range of stakeholders to establish the core values that underpin our Trust.

Our Founder Schools - Everton Free School and Football College, Waterside Academy, Oldfield Primary School, Meadow Primary School, and Bidston Avenue Primary School - have been instrumental in shaping the Trust's development, contributing actively to our shared vision and strategic direction. The Bridge Short Stay School has also received an academy order to convert and join our growing Trust. In addition, we are currently engaged in due diligence with a number of schools who are interested in joining us, ensuring that strong alignment of values and aspirations is established on both sides before formal partnership begins.

We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving

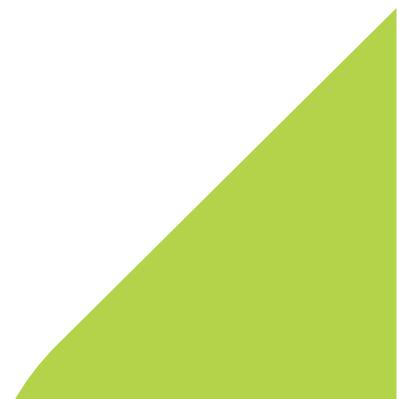
when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



THE ROLE SUMMARY

The College Administrator will deliver a high-quality administrative service, oversee student records and support the enrolment and induction processes. You will liaise with students and parents/carers, prepare and distribute reports, assist with bursary applications, and provide comprehensive administrative support to ensure the efficient running of Everton Football College.

Contract: Part Time, Term Time only, Permanent

Working Hours: Monday 8:30am – 1:30pm
Tuesday 8:30am – 3pm
Thursday 8:30am – 3pm
Friday 8:30am – 1:30pm

Salary: NJCJE Grade 3 Point 5 – 9 Actual Salary: £18,573.26

Location: Everton Football College, Goodison Park, Liverpool, L4 4EL

Responsible to: School Business Manager

Responsible for: N/A

Start date: As soon as possible



JOB DESCRIPTION

Key Accountabilities (and specific duties / responsibilities)

Administration

- To provide a high-quality administration support function to the reception and administration team.
- Serve as a first point of contact for all students to provide guidance, support, and information on administrative matters and general enquiries.
- Oversee student records on the Management Information System (MIS) ensuring that all student and parent/carer personal information is accurate and kept up to date.
- To liaise with parents/carers regarding student attendance and punctuality, ensuring safeguarding concerns are identified and addressed promptly with the Safeguarding Lead.
- Provide administrative support for the Everton Football College International Programme, including responding to enquiries, issuing student contracts and agreements, and following up on outstanding payments.
- Support the Student Experience and Recruitment Manager with the registration of new students, respond to enquiries regarding the recruitment process, courses and entry requirements, and co-ordinate invitations to taster sessions and enrolment days.
- Process student application forms onto the MIS and issue conditional offer letters.
- Prepare and organise a range of documents required for enrolment and induction, including enrolment spreadsheets for GCSE grades, induction timetables, and the student code of conduct.
- To communicate with new students and their parents/carers regarding post-enrolment next steps, guidance on ordering college uniform, study site details, and induction information.
- To assist the School Business Manager with bursary applications by assessing eligibility and identifying students who qualify or do not qualify.
- Compile, review and distribute documentation, including student mid-term and end-of-year reports, attendance and punctuality reports, and proof of enrolment letters.
- Monitor the college generic email account, respond to queries and frequently asked questions.
- Provide general office administration support for the Everton Football College staff team as requested.
- Co-ordinate appointments and meetings, including the arrangement and booking of meeting rooms.
- Update the college calendar as events are confirmed.

- Assist in the organisation of college events, e.g. Parent/Carer Review Days, INSET days and open evenings.
- Distribute information to appropriate staff as needed, including parental communications.
- Operate relevant equipment, ICT packages and information systems, e.g. Microsoft Office, internet, MIS and email.
- Other general administration support, including but not limited to; printing, photocopying, filing, document binding and work processing.
- To take minutes of meetings as and when required.
- To monitor stock levels and order office supplies as required.

Customer Service

- Undertake reception duties, answering the telephone, dealing with face-to-face enquiries and provision of refreshments to visitors.
- Dealing with students and parents/carers on a daily basis and managing difficult conversations.
- Ensure the security of the College by signing in visitors and issuing passes, alerting staff to the arrival of a visitor, monitoring the collection of the visitor, and signing out and collecting the visitor's pass as they leave.
- To provide first class levels of customer service, building rapport and relationships with teachers, students and visitors, and ensuring that all enquiries are dealt with in a friendly, courteous and professional manner.

Other Responsibilities

- To maintain confidentiality at all times.
 - Ensure that all work is completed in a priority basis, and work meets a high degree of professionalism and quality.
 - Undertake any other duties or one-off tasks at the reasonable request of the CEO, Principal, or other members of the Everton Free School & Football College management team.
 - To take responsibility for personal performance and the development of skills to ensure the required skills, knowledge and competence to fulfil the role.
 - To keep up to date with current relevant education developments, policy and new technologies to enhance the quality of administration and support services.
 - To exercise a commitment to the College's mission statement and stated ethos, including equal opportunities policy and health and safety policies.
 - To work such hours as may be required for the proper fulfilment of duties, including some evenings during open days and whole college events.
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- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents/carers and colleagues.
- To attend staff and team meetings as required.
- To attend training courses and meetings as appropriate/required.

Developing Strong Working Relationships

- Create and maintain good working relationships among all members of the college community.
- Sustain and develop own motivation, as well as supporting colleagues in their own motivation and development.
- Foster a service orientated 'can do' approach and a culture of support within teams, ensuring that there are mutually supportive working relationships between academic and support staff.

Safeguarding Students

- Monitor potential safeguarding student's risks and work with the College Designated Safeguarding Leads to promote safer working practice throughout the College.
- Understand the College safeguarding policy, procedures and best practice guidelines. Use this understanding to ensure safer recruitment, safe working practices, appropriate reporting of concerns and contribute positively to an anti-bullying environment.
- To be responsible for promoting and safeguarding the welfare of all students and young people attending or associate with the College.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with the needs of the School & College.

The post holder is required to undertake additional duties as may be reasonably expected within the scope and grading for the post.

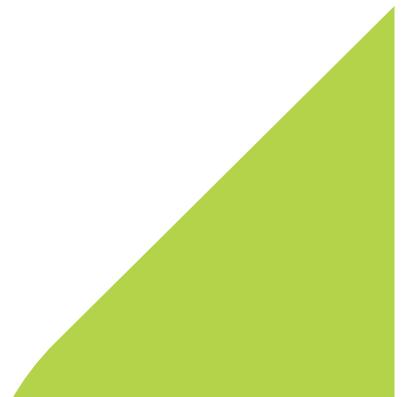
PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done

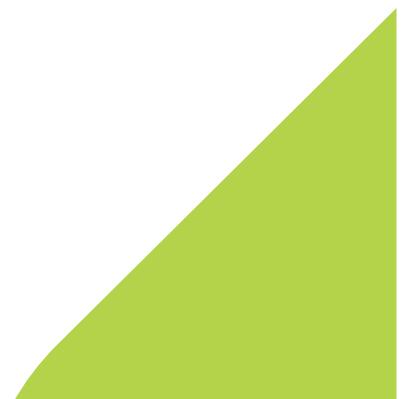
Desirable: Requirements that would enable the candidate to perform the job well

Evidence: A – Application form, I – Interview, R – Reference



Qualifications & Professional Development	Essential	Desirable	Evidence
5 GCSE's at Grade 9 – 4 (or equivalent) - namely Maths & English.	✓		A
Business Administration qualification (or equivalent).		✓	A
Knowledge and Experience	Essential	Desirable	Evidence
Knowledge of computer programmes, e.g. Microsoft Office.	✓		A / I
Experience of working in a challenging environment.	✓		A / I
Knowledge of Bromcom.		✓	A / I
Experience of working in education or a similar role.		✓	A / I
Skills and Abilities	Essential	Desirable	Evidence
Ability to remain calm under pressure.	✓		A / I
Strong administration, organisational and planning skills.	✓		A / I
Excellent communicator, both written and verbal, who places high value on attention to detail.	✓		A / I
Computer literate (with strong abilities on Word, Excel and ideally database knowledge and application).	✓		A / I
An ability to adapt quickly, be flexible in the face of change and solution orientated.	✓		A / I
Ability to anticipate and prioritise diverse workload, managing work, time and resources cost-effectively.	✓		A / I

Flexible approach, with ability to work alone and as part of internal and external teams.	✓		A / I
Excellent interpersonal skills with an ability to build rapport and positive relationships with all levels of an organisation.	✓		A / I
Minute taking.		✓	A / I
Personal Attributes	Essential	Desirable	Evidence
Resilient in the face of challenging situations.	✓		A / I
Driven, motivated, creative and innovative.	✓		A / I
Good team player who can work on own initiative.	✓		A / I
Committed to providing excellent customer services at all times.	✓		A / I
Flexible approach to work.	✓		A / I
Sense of humour and strong sense of team spirit.	✓		A / I
Proactive “can-do” approach to work.	✓		A / I
Willingness to experience and manage change.	✓		A / I



HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, you are welcome to contact Rebecca Stevenson (School Business Manager) via email rebecca.stevenson@evertonfreeschool.com

SUBMITTING YOUR APPLICATION

Completed applications should be submitted via MyNewTerm.

Interviews will take place in April / May.

KEY BENEFITS

- Flexible working hours and opportunities.
- CPD offer.
- Access to an Enhanced Tailored Health Plan through Simplyhealth (support with everyday healthcare costs such as dental check-ups and treatment, routine eye examinations and prescription eyewear, physiotherapy treatments and 24/7 access to GP and mental health support).
- Opportunity to purchase personalised further annual health benefits at a reduced cost (such as Private Medical Insurance, Dental Insurance and Cycle to Work Scheme).

DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.





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