



Admin Officer

Applicant Pack



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The vacancy

Post advert

Deadline for applications: 11.59pm on 22 February 2026

Interviews to be held: Week beginning 2 March 2026

To start: ASAP

Bradwell Junior School are looking for an experienced admin officer to join our small, happy school office. We are looking for someone who enjoys the variety of working within a dynamic team and who can be responsive to the needs of the school. A working knowledge of school governance would be an advantage.

As this role is a job share, the ability to work co-operatively with another member of staff will be essential. The working pattern would be Tuesday and Wednesday 8.30am-4.00pm.

In return, we can offer a supportive and friendly team of people to work with, both in school and across the Trust, and appropriate training where necessary. We would warmly welcome any visits to school.

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.

Role summary

Post title: Admin Officer

Grade: 4

Grade spinal point range: SCP 7 to 12

Salary: £26,403 - £28,598 (pro rata £8,594 - £9,308)

Accountable SLT post: Headteacher

Line manager (if different): N/A

Staff to be supervised or line managed by post holder: N/A

Post holder will work with: Other administration staff

Holiday and sickness relief: Admin team and other teaching and support staff

Purpose of post: Under the direction / instruction of senior staff to provide routine general clerical, administrative and financial support to the school.

Version revised: Jan 2026

Contract: Permanent 14 hours/39 weeks



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.

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

Specific duties and responsibilities

To be responsible for providing general clerical, administrative and financial support to the school. Duties will include but not be limited to:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.
- Provide general clerical/admin support e.g. photocopying, filing, texting, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management of information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail (electronic and paper)
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Operate relevant equipment/ICT packages (e.g. Word, Excel, Databases, spreadsheets)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others as appropriate
- Undertake general financial administration as appropriate e.g. processing orders

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 Headteacher/Principal.

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: Admin Officer

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Previous school office experience, preferable		✓	A/I
Use of ICT	✓		A/I
First Aid training and experience	✓		A/I
Reception, filing and clerical duties	✓		A/I
Good written and oral communication skills	✓		A/I
Good presentational and ICT skills	✓		A/I
Clear and effective in meetings and discussions	✓		A/I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at grade 4 or above.	✓		A
Other skills			
Excellent team player who uses their initiative	✓		I
Ability to work to tight timescales	✓		A/I
To be eager to learn from others	✓		A/I
The ability to work in a proactive manner	✓		A/I
Respond effectively and efficiently to daily challenges	✓		A/I
To understand confidentiality in a school environment	✓		A/I
Ability to work alongside young people (not necessarily in school environment).	✓		A/I



Interpersonal skills

Be enthusiastic and determined	✓		A/I
Able to work under pressure	✓		A/I
Have flexibility, sensitivity and tact	✓		A/I
Able to relate well to children	✓		A/I
Commitment to ongoing and professional development	✓		I

Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
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Bradwell Junior School

Bradwell Junior School is situated in the village of Bradwell, in the Hope Valley in the north of Derbyshire. It welcomes 50 pupils through its doors, from Year 3 to Year 6.

The historic school building includes two classrooms with separate areas for small group work. Pupils benefit from a well-equipped food technology room, and regular access to community facilities such as the Bradwell Community Library and War Memorial Hall.

At Bradwell Junior School, we strive to create an environment where we are all learners, an environment where curiosity is encouraged and where a love for learning is fostered. Children, staff and parents work actively in partnership to enable all children to realise their individual full potential.



In addition to trust-wide benefits for all staff, those at Bradwell Junior School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Active village community.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: www.bradwelljunior.chorustrust.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.