



Senior School Administrator

Grade E

Permanent

£ 18,266- £19,155

Hours: 30

5 days pw.

Term Time only (incs training days)

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: tgs.recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson

Dear applicant,

Thank you for expressing an interest in applying for the post of Senior School Administrator.

We are looking for an Administrator who has high aspirations for students, is committed and passionate about learning, has the skills, patience and determination to make a significant difference to the lives of our students and support them to live up to our motto, 'Be your best self'.

This is a permanent part time contract of 30 hours per week over 5 days to start at 8AM, term time only (including training days).

The Yorkshire Learning Trust provides a high-quality learning community that inspires and motivates its employees as well as its students. We are seeking a candidate who wants to make a positive difference to the lives of young people and has a commitment to lifelong learning in order to be an outstanding member of our team. We support colleagues who are ambitious for their own professional development, have a 'can do' attitude, are creative problem solvers and work collaboratively. If this sounds like you, please complete our online application form. Please direct correspondence to: tgs.recruitment@tgs.starmat.uk

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

If you would like to discuss this post further then please do not hesitate to contact I.Webb@tgs.starmat.uk

Yours faithfully, **Mr R Vernon , Deputy Headteacher**

THE SELECTION PROCESS

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. For further details about the school visit our website: [Tadcaster Grammar School](#).

If you wish to apply for the post of Senior School Administrator:

Submit your application via the My New Term portal. Your supporting statement should be no more than 2 sides A4 (Calibri 11 point, 1.15 spacing, maximum) addressing the following:

Your Supporting Statement within the application form should be up to 900 words, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills & knowledge.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word. Your audience for your written work will be school staff and governors.

Remember when addressing the above, *less is sometimes more*.

Please address all return mail to Mrs R Evans (HR Advisor): tgs.recruitment@tgs.starmat.uk

Timeline for the selection process

Post advertised	Thursday 26.2.26
Closing time/date for applications:	9am. Tuesday 17th March 2026
Invitation to interview:	19th March 2026
Interview day:	Tuesday 24th March 2026

Please address emails to:

Mrs R Evans: tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Senior School Administrator

Appendix 1: The School Vision and Values Statement

OUR VISION *(Our cause; our key belief)*

Be your best self	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

JOB DESCRIPTION:**Senior School Administrator**

POST: Senior School Administrator	
GRADE: E	
RESPONSIBLE TO: School Business Manager	
RESPONSIBLE FOR: Effective administrative support service to the School.	
JOB PURPOSE: Principally responsible for: <ul style="list-style-type: none"> ● Oversight of the Chrome book scheme and Chrome book use including setting up Chrome books for exams and providing Exam Invigilators Chrome book training. ● Support the Educational Visits Co-ordinator (EVC and the School Business Manager (SBM) by undertaking a full range of administrative & organisational support services working autonomously to ensure smooth organisation of School Visits. 	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> ● Manage agreed arrangements to produce Purchase Orders with checks against budgets and best value principles. ● Deal with administration in relation to school functions following and recommending changes to process and procedures. ● Produce standard and individual letters, documents and reports within set guidelines and to prescribed timelines. Complete mail merges, manipulate databases, create, and maintain accurate spreadsheets for audit. ● Be responsible for confidential information e.g. policies, staff, pupils and parents records. ● Answer enquiries from all stakeholders both external and internal, evaluating the level of authority required to agree decisions. ● Ensure the provision of administrative, clerical and secretarial duties e.g. typing, copying, diary management, using appropriate technology. ● Take minutes at meetings as required. ● Use of own judgement to ensure smooth and effective management of systems ● This job holder has a significant impact on opportunities and exam attainment of students.

<p>Chromebooks/ICT</p>	<ul style="list-style-type: none"> ● Liaise with supplier of chrome books for all matters including warranty repairs, scheme management and payments ● Support internal assessments and exams by installing papers, planning provision of chrome book use and delivering & collecting student chrome books as required. ● Liaise with exams and SEN department to ensure provision is in place including providing training to exam invigilators when required. ● Support with google docs, exam accounts, provision of SEN usage analytics and print completed exam papers as required. ● Act as first point of contact for faulty student chrome books / password resets ● Liaise with IT for any issues, including financial queries and student off boarding. ● Provide an inventory of chrome books used by school or purchased by parents.
<p>Support for School Visits / Trips</p>	<ul style="list-style-type: none"> ● Administration of all visits and trips. Assisting and ensuring staff follow standard procedures checking costings. ● Work with colleagues to ensure all students have these opportunities (e.g. PP/SEN students) maintaining records and application processes. ● Liaise with teaching staff to research options and provide advice on procedures. ● Liaise with Medical and office staff to ensure relevant packs and information is up to date and provided to trip staff regarding medical conditions and GDPR requirements (photograph / social media consents). ● Be a lead user of Parentpay (or other software) to track payments, communicate with families for payments. Follow up as required with EVC / Trust Finance / SBM for timely checks and payments of invoices including financial reconciliation. ● Liaise with external organisations (Tour Operators, bus companies, external venues) ● Support student supervision during trips
<p>Communication</p>	<ul style="list-style-type: none"> ● Deal with complex issues requiring diplomacy, tact and resolve. ● Liaise with parents, staff, pupils and external agencies as required. ● Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role. ● Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. ● Ensure the delivery of an efficient service.

People/Resource management	<ul style="list-style-type: none"> ● Train Exam Invigilators in the use of chrome books. ● Participate in the school's performance management scheme. ● Attend staff meetings and training days and management team meetings by agreement with the Head teacher. ● Participate in training & other learning activities. ● Manage the day to day activities of the office and staff including the induction, training and allocation of work to other administration staff.
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> ● Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.

Data Protection	<ul style="list-style-type: none"> ● To comply with policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● Promote inclusion and acceptance of all pupils. ● Within your own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with respect for their diversity, culture and values.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation.

All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties

within the Trust, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

As part of the Trust we pride ourselves on the work that we do supporting young people and welcome all applications. Visit the website [here](#) for access to our recruitment policies.

The Trust is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

PERSON SPECIFICATION

JOB TITLE: Senior School Administrator Grade E

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none">● Knowledge of administrative and inventory systems and IT packages, including Microsoft Office	
Experience <ul style="list-style-type: none">● Experience of working in an administrative role● Experience of using databases	<ul style="list-style-type: none">● Experience of working with Google systems● Experience working with secondary school age students● Experience of supervision/training
Occupational Skills <ul style="list-style-type: none">● Ability to manage an organised and effective record system● Analytical & problem solving skills● ICT skills● Ability to use the keyboard with speed and accuracy● Attention to detail, neatness and accuracy● Organisational and time management skills● Ability to work as part of a team● Confidentiality● Excellent interpersonal skills● Ability to work without close supervision● Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing to a variety of stakeholders● Motivation to work with young people	
Qualifications <ul style="list-style-type: none">● NVQ Level 2 qualification or equivalent	<ul style="list-style-type: none">● Relevant Level 3 qualification to evidence good numeracy and english skills
Other Requirements <ul style="list-style-type: none">● Enhanced DBS clearance● To be committed to the school's policies and ethos● To be committed to Continual Professional Development● Willingness to attend governing body meetings in the evening, as required	