



HATHERSHAW
COLLEGE



Administrative Support Officer

Applicant Pack

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TO BE
PART OF



www.pinnaclelearningtrust.org.uk

Welcome from the HR Central Services team



We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.





About Hathershaw College

Responsible - Respectful- Ready To Learn

About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

In our most recent Ofsted report published in June 2026, under the new national inspection framework, our school is recognised as welcoming and inclusive, with a strong culture of respect and high expectations. Inspectors judged the school to have met the Expected Standard in Attendance and Behaviour, Inclusion and Personal Development and Wellbeing, whilst confirming that the school meets the national expected safeguarding standard.

Ofsted recognised our inclusive ethos, stating that; *"this is a community where students experience a positive sense of belonging"*. Their findings reflect the commitment of our staff, leaders and students to creating a calm, respectful and supportive learning environment, alongside our continued focus on securing the very best outcomes for all our young people. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. The Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **Eduio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

Administrative Support Officer to SLT - The Hathershaw College

Main Purpose of the post

To provide high level administrative and organisational support to the Senior Leadership Team, ensuring the efficient operation of SLT functions and contributing to effective leadership and management of the school, while maintaining the highest standards of professionalism, integrity and confidentiality at all times.

Summary of Main Duties and Responsibilities

Officer Responsibilities:

- Embed a culture of high performance and service excellence.
- Provide positive, supportive and effective communication.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

Specific responsibilities:

- Produce reports and maintain accurate administrative systems.
- Keep the staff handbook, staff list and internal telephone directory up to date and available on the VLE.
- Maintain discretion and keep information confidential that is acquired in the course of performing the role.
- Ensure that mandatory training via National College is up to date and appropriately managed for all colleagues, working closely with the Trust HR department to monitor compliance and ensure all required training is completed within required timescales.

Administrative Responsibilities:

- Work collaboratively with other administrative staff to ensure continuity of service across the Academy, including providing cover for the PA to the Principal when necessary.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- Provide high-level administrative support to members of the Senior Leadership Team.
- Manage diaries, appointments and priorities for SLT members.
- Coordinate meetings, ensuring efficient scheduling and use of SLT time.
- Draft, format and distribute professional correspondence on behalf of SLT.
- Handle enquiries efficiently, exercising discretion and confidentiality at all times.
- Produce minutes of weekly staff briefings.

Job Description & Person Specification

Cover Arrangements Responsibilities:

- Receive and record telephone calls from staff reporting absence due to sickness in line with school procedures.
- Arrange appropriate cover for lessons and tutor groups of absent staff in a timely and efficient manner.
- Liaise with supply agencies to secure high-quality supply staff when required.
- Support the administrative process for staff requests for cover relating to training, meetings and other authorised absences, liaising with the Office Manager as required.
- Staff absences are updated accurately and promptly on the HR systems.

Requirements of All Academy Staff:

- To promote and uphold the Trust/Academy's Mission Statement, values and strategic aims and objectives.
- To comply with the Academy/Trust's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

Relationship to other posts within the Academy

Supervision given to: N/A

Supervision received: Principal's PA

	Essential	Desirable	Method of Assessment
Experience			
Experience of providing excellent customer service	✓		Application/Interview
Proven record with experience in an office or school environment	✓		Application/Interview
Experience providing senior-level administrative or executive support.		✓	Application/Interview
Experience of data inputting and word processing	✓		Application/Interview
Strong organisational and diary management skills.			
Experience of working in education		✓	Application/Interview
Skills and Knowledge			
Excellent IT skills and experience in the use of Microsoft Office and Google Suite.	✓		Application/Interview
Excellent administration and organisational skills	✓		Application/Interview
Accuracy and attention to detail	✓		Application/Interview/ References
Time-management skills and ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview
Excellent interpersonal skills and ability to establish and maintain good working relationships with others	✓		Application/Interview
Ability to manage competing priorities and work under pressure.	✓		Application/Interview
Excellent written and verbal communication skills.	✓		Application/Interview
Education and Qualifications			
GCSE Maths and English at grade C/4 or above	✓		Application/Interview
Qualification in administration		✓	Application/Interview
First Aid at Work Certificate (or willingness to undertake training)		✓	Application/Interview
Attitude and Personal Qualities			
Flexible and adaptable approach to work.	✓		Application/Interview/ References
Highly professional and discreet.	✓		Application/Interview/ References
Confidence in your abilities to deal with problems as they arise in a calm and professional manner	✓		Application/Interview
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview
Strong team player with the ability to work independently.	✓		Application/Interview
Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately.	✓		Application/Interview
Patience and ability to remain calm	✓		Application/Interview
Suitability to work with children	✓		Application/Interview/Enhanced DBS Barred List Check
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview

Additional Reasons to Join Us

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

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**To find out more
or to apply:**

**pinnaclelearningtrust.org.uk
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0161 287 8001**

