

# University Academy Holbeach

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
LINCOLN



## Employer Engagement Administrator

37 hours per week, 41 weeks of the year (term time, including 5 Training Days, plus 2 weeks)

Salary: G3.6 (£24,796.00) to G3.9 (£25,989.00) (FTE)

Start date: As soon as possible

# Principal's Welcome

Welcome to University Academy Holbeach (UAH). I am delighted that you are interested in applying for the Employer Engagement Administrator with us.

UAH is an 11-18 secondary, serving young people in the surrounding towns and villages. This is a unique school with a strong vocational offer that enables youngsters to study traditional GCSEs alongside courses such as Motor Vehicle, Brickwork, Electrical Installations and Hair & Beauty.

We have over 1390 pupils on roll, including over 200 students within our Sixth Form, studying a combination of A-Levels, T-Levels and Vocational & Technical qualifications.

We uniquely offer an Apprenticeship programme, supporting local employers and providing training for an average of 130 learners at one time.

Our ethos is built on mutual respect, underpinned by an understanding of the benefits of hard work. We encourage all our learners to make the best of their ability and to strive for the highest possible standards.

Our curriculum is broad and balanced, ensuring our learners experience high quality teaching in state-of-the-art classrooms and suites.

We invite you to explore our website to gain a deeper understanding of the life at UAH, and we look forward to welcoming dedicated, passionate professionals who share our commitment to cultivating a culture of high expectations, ambition, and success for all.

If you require further information, please visit our website, [www.universityacademyholbeach.org](http://www.universityacademyholbeach.org) or email us at [enquiries@uah.org.uk](mailto:enquiries@uah.org.uk)

For further information about our Trust, University of Lincoln Academy Trust (UOLAT), please visit [www.uolat.co.uk](http://www.uolat.co.uk)

Sheila Paige  
Principal



# About the Role

Thank you for your interest in the role of Employer Engagement Administrator to join our administration team at UAH.

This post would be to start as soon as possible, and cover 37 hours per week, 41 weeks per year (term time, including 5 Training Days, plus up to 2 weeks outside of term time).

Interested candidates will have:

- Have significant experience in an administration role (educational setting desirable)
- Demonstrates excellent organisational and time management skills
- Communicates confidently and professionally, both in writing and in person
- Thrives under pressure, can multitask and works with meticulous attention to detail
- Is proficient in Microsoft Office, SIMS and familiar with school systems and procedures

*Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.*

*University Academy Holbeach is committed to the safeguarding and promoting welfare of children and young people. All pre-employment checks undertaken are in line with “Keeping Children Safe in Education”.*

*All posts are subject to an enhanced DBS check and Child Protection screening.*



# How to Apply

If you wish to know more about this opportunity, need further information or would like to arrange an informal discussion, please contact Lauren Conboy (PA to Principal) using [lauren.conboy@uolat.co.uk](mailto:lauren.conboy@uolat.co.uk) who will arrange this.

**Closing Date: Monday 20<sup>th</sup> April 2026 (9am)**

Apply on MyNewTerm and complete all sections in full.



**Interviews: Wednesday 22<sup>nd</sup> April 2026**

References will be obtained after shortlisting and prior to interview.  
Please ensure that contact details are accurate.

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# Employer Engagement Administrator Job Description

**Ambition | Inclusion | Integrity**

**Job Title:** Employer Engagement Administrator  
**Salary:** G3.6 (£24,796.00) to G3.9 (£25,989.00) (FTE)  
**Start Date:** As soon as possible  
**Reports to:** Head of Employer Engagement



37 hours per week, term time, including 5 Training Days plus 2 non-term time weeks.

### Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

#### The Role

- Update and maintain accurate records and the school MIS
- Provide full administrative support to the Employer Engagement Department
- Carry out filing, printing and photocopying.
- Keep records in accordance with the Academy's record retention schedule and GDPR guidelines, ensuring information security and confidentiality at all times.
- Deal with face-to-face and telephone queries from employers, potential / current learners, parents and carers and other colleagues in a professional and supportive manner.
- Respond to queries promptly and accurately, passing on information to relevant staff members.

### Specific areas of responsibility and key tasks

#### Main responsibilities, tasks and duties

- To undertake full administration duties to the highest level of accuracy, speed and confidentiality.
- Support meetings of the Employer Engagement Team.
- To support the preparation of all letters, documentation and paperwork for learner requirements.
- Liaising with employers, current / potential learners, parents and carers and other colleagues.
- To sort and prioritise all enquiries and directing phone calls to the relevant member of staff.
- Ensuring Academy systems are up to date e.g. SIMS.
- Administration of learner recruitment.
- Filing, printing and photocopying of documentation.
- Providing full administrative support to the Employer Engagement Department.

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C / 4 or Level 2 equivalent in English and Maths.</li> <li>• ICT skills / experience with Microsoft Office.</li> <li>• A Levels / further professional qualifications.</li> <li>• Any relevant qualifications such as NVQs / GCSEs.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Accuracy and reliability.</li> <li>• Ability to process and interpret information.</li> <li>• Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines.</li> <li>• Excellent administration and organisation skills.</li> <li>• Ability to work flexibly and share workloads, particularly during periods of pressure.</li> <li>• Team player.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated – ability to work on own to achieve successful outcomes.</li> <li>• Creative and able to come up with own ideas.</li> <li>• Prepared to learn new skills.</li> <li>• An understanding and ability to demonstrate the professional standards required when working in a school environment.</li> <li>• Positive outlook and a sense of humour.</li> <li>• An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community.</li> <li>• Be able to carry out all duties to a very high standard.</li> </ul>
<b>Health, safety &amp; discipline</b>	<ul style="list-style-type: none"> <li>• Promote the safety, wellbeing and safeguarding of pupils in accordance with the UOLAT Child Protection and Safeguarding Policy and Behaviour and Anti Bullying Policy, and any other relevant policies.</li> <li>• Work in accordance with all Trust and Academy policies, including those relating to Health &amp; Safety Handbook and Policy.</li> </ul>
<b>Management of staff</b>	<ul style="list-style-type: none"> <li>• No management of staff required.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• To participate in professional development and Performance Management reviews in line with school policy.</li> <li>• To monitor action and self-evaluate, to learn from successes and mistakes.</li> <li>• To be committed to the philosophy of continuous professional development and undertake any additional training where required.</li> </ul>
<b>Fulfil wider professional responsibilities</b>	<ul style="list-style-type: none"> <li>• To contribute to maintaining the ethos, values and expectations of the Academy and to work to Academy Policy and established procedures.</li> </ul>

## Requirements for all colleagues

- Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description.
- To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend staff briefings, meetings and training sessions as required.

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# **Employer Engagement Administrator Person Specification**

**Ambition | Inclusion | Integrity**



## Employer Engagement Administrator Person Specification

a) Training and qualifications	Essential	Desirable
GCSE Grade C / 4 or Level 2 equivalent in English and Maths	Y	
Any relevant qualifications such as NVQs, GCSEs		Y
A Levels, further professional qualifications		Y
b) Experience	Essential	Desirable
Ability to demonstrate qualities required by the job description	Y	
Demonstrating a high level of competence in using IT	Y	
Previous experience working within an administrative background	Y	
c) Professional Knowledge and Skills	Essential	Desirable
Communicate effectively, both orally and in writing	Y	
Ability to work with tact, discretion and emotional integrity	Y	
Accuracy and reliability	Y	
Ability to process and interpret information	Y	
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines	Y	
Excellent administration and organisation skills	Y	
Ability to work flexibly and share workloads, particularly during periods of pressure	Y	
Team player	Y	

<b>d) Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivated – ability to work on own to achieve successful outcomes	Y	
Ability to make decisions and use own initiative	Y	
Creative, comes up with ideas	Y	
Prepared to learn new skills	Y	
An understanding and ability to demonstrate the professional standards required when working in a school environment	Y	
Positive outlook and a sense of humour	Y	
An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community	Y	
Accept the need for continuing professional development	Y	
Be able to carry out all duties to a very high standard	Y	
Understanding the need for confidentiality	Y	
<b>e) Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures	Y	
A commitment to the welfare and safeguarding of children and young people	Y	
Promote the welfare of young people	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



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