



Recruitment Pack

ADMINISTRATOR
JUNE 2026



The Halifax Academy

www.thehalifaxacademy.org



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At The Halifax Academy we have the courage to do things differently. Our ground-breaking approach to education takes children through five phases from reception to year 11, creating a fully integrated school journey from ages 4- 16. This is your chance to join a friendly, community- focused through school and founding Academy of the Impact Education Trust, helping us to shape the future of education.

The position of Administrator offers the right candidate, an opportunity to work as part of our Student Services Support team. As a team, we epitomise the Academy's 'Heart. Mind. Connect.' values and seek to help our students, staff and parents on a daily basis. We strive to provide a high level of support and are flexible to the varying demands of a busy of through school.

We are a high performing team with strong values, work ethic and mutual sense of purpose. We care about the little things, enjoy learning together and share unrelentingly high standards. We are incredibly proud that our school has been awarded the Investors in People Platinum Award - the only through school in the country to attain this level.

We are looking for someone who can bring something special to our school.

The Halifax Academy is a different kind of school and we are looking for people who are committed to exploring new approaches, and reshaping education. As Headteacher of our through school, I genuinely believe (and constantly remind the students) that I have the best job in the world. If you would like to be able to say that too, then this could be the role for you.

Matt Perry
Headteacher

Flexible School Fridays

The Halifax Academy is a Flexible Working Ambassador school. From September 2024 we will be adopting the Flexible School approach.

What is a Flexible school?

Flexible schools work the same number of hours but in fewer days. This means the school works normally 9 out of 10 days. On the second Friday of every week, the school works differently - more flexibly - providing benefits for all members of The Halifax Academy community.

Why are we doing this?

The world is different and changing fast. New ways of working and living, and the development of new technologies, mean that the school system, designed for Victorian factories and mills, is outdated and ripe for change. A more flexible approach drags the education system into the 21st Century and better prepares all of us for life in the decades ahead.

What does it mean for staff?

By allowing us all to work differently when appropriate, a flexible school approach means that life's emergencies can be better managed and that the treadmill of a school term can be slowed - rather than careering headlong into exhaustion at half term. The flexible school creates time for deeper professional learning, more thoughtful preparation and planning, more time spent with your team. Ultimately, it means improved wellbeing, capability and retention.





The Halifax Academy

The Halifax Academy has three key values:

Heart, Mind, Connect

HEART:
BE KIND, JOIN IN

- I communicate **respectfully** and **kindly**
- I **consider** how my actions affect others
- I offer **comfort** and seek **support** when needed

MIND:
BE CURIOUS, TRY HARD

- I take **responsibility** for my learning, arriving **on time** and **all set**
- I am curious and keen, **taking part** and **trying hard** in all lessons
- I work **resiliently** through **challenges**, responding thoughtfully to **feedback**

CONNECT:
BE PROUD, SPEAK UP

- I work **cooperatively** with others
- I **speak up** and use my **voice** for good
- I take **care** and **pride** in our environment and our community

Valued **Developing Staff**

At The Halifax Academy, we take staff development and wellbeing extremely seriously. We are a school made up of people who want to give pupils 'a voice to change the world.' To do this we believe in creativity with rigour; finding new approaches and different ways of thinking, implementing them with excellence, and constantly testing, reviewing and reflecting on our practice.

The ways we support staff personal and professional development are as follows:

- We offer a teacher enquiry model of professional development, that engages teachers as researchers of their own practice, using coaching as the drum beat of professional life. Teachers work in collaborative coaching trios exploring a range of themes, relevant to themselves and their pupils.
- All staff have the opportunity to take part in a Learning Enquiry to reflect on an aspect of the school's work and to make a genuine impact on policy and classroom practice.
- We make sure that teachers have the time, space and resources to learn, reflect and take risks.
- We take a long-term view of learning, not expecting quick fixes, and recognising that changing professional practice can be difficult and that it takes time to show real impact on learning.
- We check in regularly on teacher wellbeing, and are committed to the idea that you can both innovate and thrive, if challenged, nurtured and supported through a carefully managed culture of feedback. All staff have regular Valued conversations and are encouraged to shape their own professional learning. We aim to help all staff become the best professionals they can be, developing them in the round by focusing on behaviours, skills and knowledge.
- We offer a wide range of leadership opportunities and there are many opportunities for individuals to access leadership courses; the school is a partner of Best Practice Network, delivering a wide range of courses including NPQSL and NPQML.

As a leader at the Halifax Academy:

- You will join a high achieving and successful senior leadership team that works across the through school.
- You will be supported by a team of experts to develop your leadership
- You will be line managed by the Headteacher of the school and supported on a day- to -day basis by both the Headteacher and Deputy Headteacher
- You will join a culture where 'Creativity is mistakes' and will be supported to be brave and innovative in your approach
- We take time to listen and understand people and you will be part of a kind, caring and nurturing culture
- We understand that learning is messy and leadership is difficult and will be supported through the more challenging problems that school leaders face.
- You will join a team that cares deeply about children and staff who believe in and practise ethical leadership.

What we are looking for....

We are committed to the ongoing development of our staff and believe in developing leaders at all levels, in all roles. Valued, our professional learning review, is built around our values of Heart, Mind, Connect, allowing individuals to drive their own learning. Staff take ownership of their development through self-evaluation against professional standards and by using The Ethical Leadership Framework as a tool for positive behaviours. We want all colleagues to be inspired and supported to realise their full potential.

CREATIVITY

Living out our values - MIND

- We will develop our problem solving skills and resourcefulness to enable staff and students alike to challenge themselves, release their creativity and achieve to their full potential.
- We will provide opportunities to stretch individuals in order for them to take responsibility for their own learning and develop independent thought, in order to take on different and challenging roles within our school and communities.
- We will ask questions and learn from one another and develop our critical analysis skills to make sound, reason-based decisions and judgements.

- **DEFINITION** Ability to adapt to and work with a variety of situations, individuals and groups - able to think on your feet and not being disconcerted or stopped by the unexpected.
- **WHY IS IT IMPORTANT?** To respond to the different and changing demands and work across a range of activities, now and in the future. Flexibility in interpreting rules, procedures and policy to ensure the needs of both staff and students are met to maximise their contribution.

BELIEF

Living out our values - CONNECT

- We will provide clarity of vision which will enable us to develop shared goals with everyone feeling empowered to pass on their skills and knowledge to the benefit of the wider community.
- We will develop inspiring leaders with the emotional intelligence to work collaboratively with and respect people from a diverse range of cultures and backgrounds.
- We will ensure everyone is part of the team with clear roles and expectations.

- **DEFINITION** This is about encouraging, inspiring and supporting others to develop self-belief and the capability to help them realise their full potential. It involves being totally clear with others about what has to be achieved, to what standard, by when, within what budget (where appropriate), and then making their accountability for making it happen clear.
- **WHY IS IT IMPORTANT?** Leaders are responsible for ensuring their teams understand what is required and why, for providing or arranging appropriate support and coaching and delegating appropriately so that individuals are confident to take on more responsibility. It is important to ensure objectives are achieved and that everyone is doing their job to the required standard. A key part of the success of the school is managing poor performance when this is not happening.

COURAGE

Living out our values - HEART

- We will expect and value integrity and people should feel safe to speak up for what they believe and know their voice will be heard.
- We will develop a keen sense of what is right and wrong and seek to tackle injustice wherever we find it, whilst ensuring we are tolerant of different views.

- **DEFINITION** This is about having the belief in one's ability to do the job, providing opinion or judgement when necessary and being prepared to take a decisive course of action.
- **WHY IS IT IMPORTANT?** This behaviour is particularly important to those jobs where individuals are placed in challenging circumstances and where their opinion or advice may be questioned. It enables individuals to stand their ground and to work independently without constantly referring to others for advice. Individuals who demonstrate courage are prepared to take on new or different challenges in their role. Courage is about having confidence in one's knowledge and ability and the resilience to do difficult things because it is right to do them.

UNDERSTANDING

Living out our values - CONNECT

- We will develop inspiring leaders with the emotional intelligence to work collaboratively with and respect people from a diverse range of cultures and backgrounds.
- We will promote and value effective teamwork.
- We will ensure everyone is part of the team with clear roles and expectations.

- **DEFINITION** Successful teamwork is about working co-operatively to achieve shared goals. It is built on self awareness and an understanding of how you and others work within a team, the impact of behaviour and strengths and limitations.
- **WHY IS IT IMPORTANT?** Within The Halifax Academy, we must work co-operatively together, sharing best practice, breaking down barriers, and communicating fully on new initiatives and priorities. Understanding oneself enables individuals better to understand and relate to one another.



Job Description

Post Title Administrator

Salary Scale 4, Point 7-11

Reporting to Senior Strategic Manager

Contract Type Permanent, Term Time + 10 days

Primary objective of the post:

To work under the guidance and direction of the Senior Strategic Manager to provide the best customer service to our staff, parents and students. To ensure visitors and telephone calls received are handled in a pleasant and professional manner and to provide a high standard of administrative support.

Main duties and responsibilities:

- Work as part of the Admin team across both Primary and Secondary offices
- Be the first point of contact for all visitors to the school and any staff that require support from the office
- Provide excellent customer service to internal and external stakeholders, which conveys a positive and professional image of the Academy
- Action all mandatory elements of the administrative function, alongside the rest of the team, including the maintenance of accurate student and parental data on Arbor (our MIS), supporting with incoming calls and clearing of all email inboxes and ensuring student medical records are accurate; reviewing them on an annual basis
- Use of the resource booking system to liaise with the facilities team and Premises Manager on help desk requirements, including the booking of minibuses and ensuring drivers are available
- Willingness to train as a First Aider
- Support at the student window when necessary covering break times in particular
- Work in partnership with, and across, other Academies across The Impact Education Multi Academy Trust (the "Trust") as required
- Be flexible with regards to working outside of school hours as required to meet the needs of the role, such as Parent's Evenings and Transition Evenings
- To carry out other tasks that are essential to the posts core purpose

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Head teacher.

All members of staff are expected to:

- Have proper and professional regard for the ethos, policies, and practices of the school.
- Have regard for the need to safeguard pupils' wellbeing and health & safety by following relevant statutory guidance, along with school policies and completing mandatory training on an annual basis.
- Demonstrate positive attitudes, values and behaviours.
- Demonstrate and maintain high levels of professionalism
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date.
- Support equal opportunities measures and promote anti-discriminatory practice

Person Specification

Attributes	Essential	Desirable	How identified
Knowledge & Understanding (Including any relevant or required qualifications)	Has a good knowledge and understanding of wider issues in education		Application & Interview
	Excellent ICT skills		Interview
	Excellent interpersonal skills		Application & Interview
	Ability to promote and develop positive relationships within and beyond the Academy		Interview
	Knowledge and understanding of child protection & safeguarding procedures		Interview
Personal and Professional Conduct	Recent and relevant CPD activities		Interview
	Shows commitment to professional and self-development		Application
	Experience of dealing with a variety of people and understands the need for effective relationships with parents, carers, partners and the community which enhance and support student learning	Evidence of developing successful partnerships	Application & Interview
	Experience of effective use of ICT in management and data handling		Application & Interview
	Ability to communicate effectively and work as part of a team	Experience of working with ethnic minority and or EAL pupils	Application & Interview
Working with others	Open-minded and flexible		Application
	Self motivated with excellent organisational skills and the ability to prioritise workload effectively under pressure		Application
	To be able to think creatively and imaginatively to anticipate and solve problems and identify opportunities		Interview
	A high level of self-awareness – knows own strengths and areas for development		
	Willingness to undertake delegated duties when requested		Application
	Understands aims and vision of the Academy and is able to inspire, challenge and motivate		Application
	The ability to support the Headteacher in developing a clear vision for the Academy and for engaging the wider community		Application

