



RECRUITMENT PACK

Administrator



Our Academy



It is a great privilege to be the Headteacher here at Berry Brow. As part of Impact Education Multi Academy Trust, we are passionate about making a difference and inspiring children to be 'Ready, Respectful and Safe'.

Inclusion and nurture is at the heart of our school and our curriculum is underpinned by the core values of the 4R's: respect, responsibility, resilience and reflection and we seek out varied opportunities to develop our children holistically.

We as a whole staff are driven by a desire for all our children to achieve their full potential. I am proud of our whole staff team and their dedication to giving our children every opportunity to thrive.

If you are dedicated to making a positive impact in children's lives and would like to be part of our dedicated team, we would love to hear from you.

Best wishes,

Emma Rockey
Headteacher

Job Description

Post:	Administrator
Salary:	Scale 5, SCP 12-17 (FTE £28,598-£31,022)
Actual Salary:	£25,078
Hours:	32.5 hours, Term Time Plus 5 Days
Contract:	Permanent
Responsible to:	The Headteacher
Closing Date:	Monday 13 July 2026 at 9am
Interview Date:	W/C 13 July 2026

Core Purpose

The primary focus of the role is to provide high quality administrative support in the Academy; this includes being responsible for the day-to-day operations of the Main Office in the Academy.

Duties and Responsibilities

- To coordinate the day-to-day provision of effective administrative support which includes maintaining databases, recording attendance, exclusions, correspondence, reports, etc. using Microsoft Office, SIMS and any other systems as required
 - To assist in the provision of an effective, flexible and responsive administrative service which is provided to the Headteacher and wider Leadership Team.
 - To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately. Accurate and timely documents are produced as required by the Headteacher and wider Leadership Team.
 - To be a point of contact for all enquiries, phone call, appointments and visitors, arranging meetings, co-ordinating the Academy diary.
 - To provide a friendly and professional reception service to all visitors and callers.
 - To ensure all office equipment is used proficiently, taking into account any health and safety requirements, copyright legislation, and effective stock management are maintained.
 - To ensure inventories of equipment and stock are maintained relating to all aspects of office equipment / resources, reprographics and everyday classroom resources etc.
 - Liaise with Kirklees Transport and support pupils and their parents / carers with applications for bus passes.
 - To support the Central finance team in implementing Academy finance systems.
 - To assist with developing and maintaining accessible filing systems to support the work of the Headteacher and wider Leadership Team.
 - Ensure standards of support across this area is effective and in line with current processes.
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- To support the Headteacher and Central HR team in ensuring all HR processes are completed accurately. This will involve completion of HR forms and documentation for areas such as recruitment, change to contract and leaver processes.
- Demonstrate excellent time keeping and keep to all deadlines set.
- Work in partnership with, and across, other Academies across Impact Education Multi Academy Trust, as required.

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 Senior Leaders.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> ● GCSE English and Maths or equivalent, eg. Adult Literacy/ Numeracy at Level 1 	<ul style="list-style-type: none"> ● NVQ Level 3 Business & Administration or equivalent qualification or able to demonstrate equivalent skills ● Other relevant qualifications relating to the post 	<ul style="list-style-type: none"> ● Application ● Certification
Experience	<ul style="list-style-type: none"> ● Proven experience of significant administrative duties ● Strong ICT skills and experience with software packages, eg. Microsoft Word and Excel, SIMS and CPOMS ● Experience of working in an effective team 	<ul style="list-style-type: none"> ● Working in a school setting, dealing with parents, other schools and support agencies ● Experience of working with primary aged pupils with special needs including emotional and behavioural difficulties 	<ul style="list-style-type: none"> ● Application ● Interview ● References
Knowledge and skills	<ul style="list-style-type: none"> ● Understanding of the basic principles of customer care and providing an efficient service ● Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post ● Ability to relate well to pupils and adults and to work as part of a team ● Ability to take responsibility and work autonomously within agreed boundaries and expectations 	<ul style="list-style-type: none"> ● Understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs ● Awareness of safeguarding issues ● Awareness of child development 	<ul style="list-style-type: none"> ● Application ● Interview ● References
Character	<ul style="list-style-type: none"> ● Strong moral purpose and drive for improvement ● Values-aligned & resilient ● Flexible ● Motivated and enthusiastic ● Excellent interpersonal skills ● Good sense of humour ● Desire to develop yourself ● Ability to receive and act on feedback ● Strong attention to detail ● Ability to work under pressure ● Commitment to the full life of the academy 	<ul style="list-style-type: none"> ● Ability to think clearly and remain calm in emergency situation 	<ul style="list-style-type: none"> ● Application ● Interview ● References

Information about our Multi-Academy Trust (Impact)

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consists of eleven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do, and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career Teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform, which gives access to a range of benefits:

- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice and wellbeing is really important to us. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.



To arrange a visit to Berry Brow Academy or find out more about the role, please contact the academy on 01484 663965 or email bba-office@berrybrow.co.uk to arrange a convenient time.

For further information about Impact Education MAT, please visit our website: www.i-mat.org.uk