

Administration Officer



We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE
Chief Executive Officer



ADMINISTRATION OFFICER HET CENTRAL TEAM BASED AT BUDE PARK PRIMARY SCHOOL

Grade & Scale point:	4, SCP 5-7
Salary:	£26,248 - £27,274 FTE £18,322 - £19,038 Actual Salary £13.70 - £14.14/hr
Hours of work:	30hrs/wk, Monday - Friday
Contract:	Permanent, Term-time + 5 days (195 days)
Start date:	ASAP following pre-employment checks

We are seeking a highly organised and professional Administration Officer to join our Central Team, supporting the effective delivery of Trust-wide services with a particular focus on Communications and Estates. The successful candidate will act as a key point of contact for the Trust, providing excellent customer service to visitors and stakeholders, supporting events and conferences, maintaining accurate digital records, and delivering high-quality administrative support across a range of functions.

The ideal candidate will have experience working in a busy administrative environment, strong organisational and communication skills, and the ability to manage multiple priorities while maintaining accuracy and attention to detail. Experience of maintaining databases, taking minutes, monitoring actions, and using electronic filing systems is essential. This is an excellent opportunity for a proactive and adaptable individual who enjoys working collaboratively and contributing to the smooth operation of a dynamic organisation.

This is a fantastic opportunity to join a supportive and inclusive organisation where your contribution will be valued, and where you can play an important role in helping colleagues and services thrive.

JOB REQUIREMENTS:

- Work collaboratively across the Trust to support consistent, efficient and well-organised central services.
- Provide flexible support to the Central Team, with a primary focus on the Communications and Estates functions.
- Act as a welcoming first point of contact for the Trust, responding to telephone, email and visitor enquiries in a professional and helpful manner.
- Attend Trust conferences, events and exhibitions to provide on-the-day administrative and operational support, ensuring activities run smoothly.
- Maintain digital records and documentation within Microsoft 365 and other Trust systems, ensuring information is accurate, accessible and appropriately retained.

THE IDEAL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or equivalent)
- Experience of providing a broad administrative service within a busy office or multi-site organisation.
- Experience of maintaining accurate databases, trackers or electronic filing systems.
- Experience of taking minutes and monitoring actions.
- Excellent organisational skills, with the ability to plan work, manage competing demands and meet deadlines.

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassador Scheme.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you would like an informal discussion about the role please contact Jo Lancaster, Workforce Manager in the central team via recruitment@het.academy or Tel: 01482 755674 option 2.

HOW TO APPLY:

Please visit our [Eteach Careers page](#) to apply for this role. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Monday 19 October 2026

Interview date: w/c 19 October 2026

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

SCHOOL: HET Central Team

JOB TITLE: Central Administration Officer

GRADE: Grade 4

EVALUATION DATE: 30th September 2026

JE NUMBER: HET101

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone in the trust and promotes the Trusts Equal Opportunities in Employment Policy.

PURPOSE: To provide high-quality administrative and coordination support to Humber Education Trust's Central Team, helping to ensure the efficient delivery of Trust-wide communications, estates, events and corporate services. The postholder will act as a key point of contact for colleagues, schools, suppliers and stakeholders, contributing to the smooth operation of central services and supporting the delivery of strategic priorities.

PRINCIPAL ACCOUNTABILITIES:

Organisation

- Promote and safeguard the welfare of children and young people, reporting concerns in line with Trust procedures.
- Provide consistent administrative support to Trust colleagues and external stakeholders.
- Develop and maintain effective Trust-wide systems, records, databases and trackers.
- Coordinate information and returns from schools, following up outstanding actions and escalating concerns as appropriate.
- Support the administration of Trust assets, estates records and compliance information.
- Work collaboratively across the Trust to support consistent, efficient and well-organised central services.
- Provide flexible support to the Central Team, with a primary focus on the Communications and Estates functions.
- Willingness and ability to travel between Trust locations and attend events, with occasional flexibility in working hours to support operational requirements.

General administration support

- Act as a welcoming first point of contact for the Trust, responding to telephone, email and visitor enquiries in a professional and helpful manner.
- Provide professional administrative support to the HET Central Team, responding flexibly to changing service priorities.
- Coordinate logistical arrangements for internal meetings and events, including catering, room set-up, materials, and attendee requirements.
- Attend meetings as required, take accurate minutes and maintain action logs, following up outstanding actions with relevant colleagues.
- To support the Central Team with general administration requirements e.g. bookings for training courses, travel and accommodation, expense claims, answering the telephone, distributing post, managing emails.

	Collate information from schools and central teams, monitor returns and follow up missing or incomplete information.
	Maintain digital records and documentation within Microsoft 365 and other Trust systems, ensuring information is accurate, accessible and appropriately retained.
	Handle sensitive or confidential information appropriately and in accordance with data protection and Trust policies.
	Oversee the procurement and maintenance of stationery, office supplies and administrative resources, ensuring adequate stock levels are maintained.
	Ensure communal refreshment areas remain stocked and equipped to support day-to-day operations and meetings.
Communications & Events support	
	Support the Communications Manager with the planning, coordination and administration of Trust communications.
	Coordinate the collection of news, photographs, case studies, events and other content from schools and central teams.
	Assist with drafting and formatting of newsletters, bulletins, letters and other communications.
	Support the maintenance of organised libraries of approved photographs, templates, logos and other communications resources.
	Support the updating of Trust communication channels, including websites, internal platforms and social media, under the direction of the Communications Manager.
	Help maintain consistent use of Trust branding across documents, publications and digital content.
	Assist with the administration and promotion of Trust events, campaigns, consultations and stakeholder engagement activities.
	Liaise with designers, printers, photographers and other suppliers, including requesting quotations, coordinating approvals and monitoring delivery.
	Provide administrative support for the organisation of Trust events, conferences, training sessions, stakeholder meetings and school-based activities. Coordinate venues, invitations, attendance lists, resources, catering, accessibility arrangements and supporting materials.
	Attend Trust conferences, events and exhibitions to provide on-the-day administrative and operational support, ensuring activities run smoothly.
	Collect feedback and maintain records to support future planning and continuous improvement.
Estates admin support	
	Support the Estates Manager with estates administration across the Trust.
	Keep estates records and filing systems up to date.
	Collect information from schools and follow up outstanding actions.
	Maintain schedules for compliance, servicing, testing and maintenance visits.
	Keep contractor and supplier details accurate and up to date.
	Provide basic administrative support for estates projects and activities.
RESPONSIBILITIES:	
	Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
	Be aware of and support difference and ensure equal opportunities for all

	Contribute to the overall ethos/work/aims of the trust
	Establish constructive relationships and communicate with other agencies/professionals
	Attend and participate in regular meetings
	Participate in training and other learning activities and performance development as required
	Continually develop knowledge and skills to support the effective delivery of Trust services.
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the trust, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Health and Safety policy adopted by the trust.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the trust.	

DIMENSIONS:	
1. Responsibility for Staff:	• None
2. Responsibility for Customers/Clients:	• Dealing with customer enquiries and providing service related information, providing for the safety and wellbeing of all stakeholders to the trust
3. Responsibility for Budgets:	• None
4. Responsibility for Physical Resources:	• For the ordering, stock control, security and distribution of resources and required assets. • For the upkeep and accuracy of the trust's information management systems.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

Teaching and non-teaching staff, central team staff, executive team

2. With Any Other Trust Areas

Schools

3. With External Bodies to the Trust

Contractors/suppliers – support

Various external organisations and individuals

ORGANISATION CHART:

Communications Manager

Admin Officer

	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓				

PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation

		Essential	Desirable	How identified
1.	Qualifications:			
	GCSE to 5A*-C or equivalent including Maths & English	✓		AF, CQ
	Commitment to on-going professional development	✓		AF, I
2.	Relevant Experience:			
	Experience of providing a broad administrative service within a busy office or multi-site organisation.	✓		AF, I
	Experience of managing diaries, meetings, correspondence, records and competing deadlines.	✓		AF, I
	Experience of maintaining accurate databases, trackers or electronic filing systems.	✓		AF, I
	Experience of taking minutes and monitoring actions.	✓		AF, I
	Experience of liaising with a range of internal and external stakeholders.	✓		AF, I
	Experience of handling sensitive or confidential information appropriately.	✓		AF, I
	Experience of working within an academy trust, school, public-sector or similarly regulated organisation.		✓	AF, I
	Experience of supporting communications, marketing, estates, or facilities functions.		✓	AF, I
	Experience of coordinating events, campaigns, projects or contractor visits.		✓	AF, I
	Experience of updating websites, internal platforms or social media channels.		✓	AF, I
3.	Skills (including thinking challenge/mental demands):			
	Excellent organisational skills, with the ability to plan work, manage competing demands and meet deadlines.	✓		AF, I
	Strong written communication skills, with a high level of accuracy in spelling, grammar and presentation.	✓		AF, I
	Ability to draft and format documents for a range of audiences.	✓		AF, I
	Confidence in using standard office software, shared calendars, spreadsheets, presentations and electronic record systems.	✓		AF, I
	Ability to communicate professionally and confidently with school staff, senior leaders, contractors, suppliers and other stakeholders.	✓		AF, I
	Ability to work independently, use initiative and identify when a matter should be escalated.	✓		AF, I
	Ability to handle confidential and sensitive matters with discretion.	✓		AF, I

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		Essential	Desirable	How identified
	Ability to work collaboratively and provide support across more than one service area.	✓		AF, I
	Strong attention to detail and commitment to maintaining accurate information.	✓		AF, I
	A positive, flexible and solution-focused approach to work.	✓		AF, I
	Confidence in supporting digital communications and online content.		✓	AF, I
4.	Knowledge:			
	Understanding of confidentiality, data protection and secure information handling.	✓		AF, I
	Understanding of the need for accurate records, clear audit trails and timely follow-up.	✓		AF, I
	Awareness of safeguarding responsibilities within an education setting.	✓		AF, I
	Awareness of health and safety responsibilities in the workplace.	✓		AF, I
	Awareness of the operational requirements of a multi-academy trust.		✓	AF, I
	Awareness of communications, branding and accessibility principles.		✓	AF, I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Highly developed interpersonal skills	✓		AF, I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I
	The post holder is required to use basic courtesy, tact, clear articulation, influencing skills, negotiating and training skills, showing confidentiality and a skill to diffuse difficult situations when they arise	✓		I
	Written Skills			
	Excellent written skills, showing sensitivity and tact to all ranges of audiences	✓		AF

The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.

7. Disclosure of Criminal Record:

PERSON SPECIFICATION

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	Essential	Desirable	How identified
The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓		DBS Disclosure
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after shortlisting)

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

This is us. Humber Education Trust.



We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

*The opportunity to **make a real difference** to the lives of our students*