Administration Officer

HumberEducationTrust

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

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 Langcaster, 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.

Administration Officer

SCHOOL:	Humber Education Trust		
JOB TITLE:	Administration Officer	**GRADE:**	Grade 4
EVALUATION DATE:	21 October 2021	**JE NUMBER:**	HET66

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 school and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school, working flexibly as a member of the team and maintaining confidentiality at all times. Assist with the planning and development of support services.

PRINCIPAL ACCOUNTABILITIES:	
Organisation	
1.	To promote and safeguard the welfare of children and young people, reporting any cause for concern to the designated person
	To provide authoritative advice and guidance to colleagues, parents/carers and business contacts with regard to policies, processes and services provided including handling complex queries
	To develop systems and processes to meet operational needs and to ensure the high quality of information held
	To be responsible for administering health & safety issues within the school, maintaining accurate records/database and reporting matters of a serious nature to line manager.
	To be responsible for administering asset management for the school, maintaining accurate records/database and raising issues of concern with line manager.
	To ensure all members of staff have access to accurate and meaningful pupil data from SIMS
	To be responsible for sending, receiving and keeping up to date all parental consent documentation
	Take responsibility for the organisation of events, trips and excursions including booking venues, arranging transport, issuing invitations, compiling paperwork and overseeing financial matters
	To be the first point of call for all new volunteers, work placements and external supply staff, ensuring all necessary recruitment documentation is in place
	To supervise administrative support colleagues including coordination of activity, monitoring outputs and training staff as appropriate
Administration	
2.	To create, manage and manipulate information relating to admissions, asset management, finance, health & safety, sickness absence, student or staffing information or any other service requirement and this will include producing bespoke and complex reports
	To perform a comprehensive range of high level complex administrative tasks including complex or sensitive reports and correspondence, monitoring and reconciling budgets as required

	To provide secretarial support to a wide range of meetings including Senior Leadership Teams and Governors, service committees and support groups e.g. confidential typing, arranging diaries, preparing & circulating agendas and taking minutes to support effective management and decision making
	To record, monitor and report notifiable diseases to LA, Public Health England, Gov.UK, etc
	To be responsible for the administration duties regarding new and potentially new pupils to the nursery, liaising with parents/carers regarding access and placements
	To administer access to early years extended funding and create appropriate records (manual and electronic) to monitor and record information
	To support the Site Facilities Officer in producing rotas for their cleaning staff.
	To complete and submit complex forms, returns etc., to outside agencies e.g. DfE, Gov.UK, LA
Resources	
3.	Monitor and manage stock within an agreed budget, cataloguing resources, distributing the resources throughout the school and undertaking audits as required
	Assist with procurement and repair of assets within the school
	Undertake research and obtain information to inform decisions
RESPONSIBILITIES:	
4.	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 school
	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
	Recognise own strengths and areas of expertise and use these to advise and support others
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, 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 school.

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 school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the school.

DIMENSIONS:

1. Responsibility for Staff:

- Responsible for the day-to-day supervision of Administration Assistants including work allocation, work checking plus work-related advice and assistance.
- To be responsible for the welfare and organisation of all work placements, volunteers, etc.

2. Responsibility for Customers/Clients:

- Dealing with complex customer enquiries and providing service-related information, providing for the safety and wellbeing of visitors to the school
- Providing advice and guidance on policy and procedure enabling the recipients to make informed choices e.g. Discussing school admissions and appeals procedures with parents/carers/staff.

3. Responsibility for Budgets:

- The post holder monitors the delegated departmental budgets and ensures all expenditure is kept within budgetary limits.

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 school's information management systems.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

Teaching and non-teaching staff – health & safety, resources, absence

2. With Any Other School Areas

School network – advisory and support
Local community & businesses – advisory and support

3. With External Bodies to the School

Contractors/suppliers – advisory and support
School network – advisory and support
Various colleges, organisations and individuals – volunteer / work placements

ORGANISATION CHART:

School Business Manager

Assistant School Business Manager

Admin Officer

Admin Assistant

	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 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, T = Test/Assessment, P = Presentation*	Essential	Desirable	How identified
1.	**Qualifications:**			
	GCSE to 5A*-C or equivalent including Maths & English	✓		**AF, CQ**
	CSBM or willingness to work towards		✓	**AF, CQ**
	Commitment to on-going professional development	✓		**AF, I**
	Health and Safety qualification		✓	**AF, I**
2.	**Relevant Experience:**			
	Experience of development, management and operation of administrative systems	✓		**AF, I**
	Experience of working with a variety of electronic databases/systems		✓	**AF, I**
	Experience of supervising and motivating staff	✓		**AF, I**
	Experience of interpreting complex data	✓		**AF, I**
3.	**Skills (including thinking challenge/mental demands):**			
	Motivation to work with children and young people	✓		**AF, I**
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		**AF, I**
	Very good numeracy & literacy skills	✓		**AF, I**
	Ability to use ICT skills to analyse data	✓		**AF, I**
	Ability to work using own initiative to set targets to meet the needs of the school	✓		**AF, I**
4.	**Knowledge:**			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		**AF, I**
	A good working knowledge of Health & Safety within a school setting	✓		**AF, I**
	A knowledge of school funding especially early years extended funding		✓	**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**
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	Written Skills			
	Excellent written skills, showing sensitivity and tact to all ranges of audiences	✓		**AF**
	Ability to produce a range of reports for the Leadership team and Governors for day to day and long-term decision making	✓		**AF, I**

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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:**			
	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	✓		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 short listing)

I have read and accept the role of Administration Officer.

Name: Signed: Date:

Visions and Values

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.

HumberEducationTrust

Where everybody counts, every moment matters.

HumberEducationTrust

Join Our Team

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

HumberEducationTrust

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Where everybody counts, every moment matters.