



*Providing an excellent education from age 2 to 19*

## **Admin Assistant—Part Time (3 dpw, Mon-Wed) (temporary to cover a maternity leave)**

### **Archbishop Holgate's School - York**

**Required from:** 23 February 2026 (date tbc)

**Closing date:** 22 January 2026, at 8.00am

**Interview date:** February (date tbc)



### **Archbishop Holgate's School**

A Church of England Academy Founded 1546

We are looking to appoint an Admin Assistant to provide efficient and effective support to the Operations Manager.

We believe that Archbishop Holgate's is 'no ordinary school' and is an excellent place to work, a view confirmed by Ofsted in our most recent inspection, "Staff are incredibly proud to work here."

Our staff are friendly and supportive and our students are polite, hardworking and keen to succeed. As such, this post represents an exciting opportunity to join a very successful, high-achieving, forward looking and fully-subscribed Church of England comprehensive, a school judged Outstanding in all areas by both Ofsted and SIAMS.

Successful candidates will be fully supported to develop in the role, benefiting from bespoke CPD opportunities both at Archbishop's and as part of the Pathfinder Teaching School Hub. In addition, colleagues will benefit from being part of the Pathfinder Multi Academy Trust Career Pathway Programme, and through working with colleagues across other Trust schools, develop skills and share innovative teaching and learning practices.

#### **GRADE/SALARY**

Grade 4 (currently £25,114—£13,098 pro rata)

#### **CONTRACT**

Temporary to cover a maternity leave

Part Time, 3dpw (ideally Mon-Wed) 8.00am-4.00pm

Term Time Only

#### **REPORTS TO**

Operations Manager

#### **HOW TO APPLY**

To apply for this role, please submit a completed application form via post or email to:

Mrs J Sissons, Head's PA  
Archbishop Holgate's School  
Hull Road  
York  
YO10 5ZA

Email: [jsissons@ahs.pmat.academy](mailto:jsissons@ahs.pmat.academy)

#### **ADDITIONAL INFORMATION**

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.



# About our School

***'I have come that they may have life, and have it to the full.'***

**John 10:10**

Archbishop Holgate's is a flourishing school signified by outstanding examination results, high-quality teaching and learning, an inspiring curriculum complemented by sporting and musical achievements and a wide, varied programme of extra-curricular opportunities. We are a school committed to ensuring that our students develop in all ways and at the heart of all we do is a commitment to 'Values, Care and Achievement':

***Christian values that underpin all we do***

***Outstanding pastoral care that sees each student as an individual***

***Maximum achievement for all students, at all levels***

We have excellent students and a talented staff, colleagues who are committed to ensuring that the young people in our care achieve and succeed. Collectively, as a school community, we seek to nurture aspiration and promote excellence. We enrich our students in many different ways and when they leave Archbishop Holgate's they do so as well-rounded young people with the skills, qualities and relevant qualifications to help them shape their own futures and also to benefit the communities they serve.

In 2021, the school was delighted to once again be awarded outstanding judgements in all areas of the Ofsted inspection. Over the last decade, Archbishop Holgate's has consistently enjoyed some of the best results nationally at both GCSE and Post 16.

At Key Stage 5, the Sixth Form has consistently performed in the top 5% of all Post 16 providers. The school also consistently performs significantly above the national averages for all groups of students at Key Stage 4. Over the past five years, the Progress 8 score has averaged almost +0.5 and over the same period disadvantaged students have on average performed as well as all students nationally.

Archbishop Holgate's regularly features within the top ten state schools in the north in the annual Sunday Times Parent Power Schools Guide.





# About our School



## Extracts from the Ofsted report (October 2021):

*"Leaders have established a culture of respect, dignity and inclusivity that allows every pupil to thrive."*

*"Pupils' behaviour is excellent. At all times, pupils are calm, orderly, and respectful."*

*"The school's personal development programme is comprehensive. Pupils experience a range of trips and visits to broaden their cultural horizons."*

*"The support provided for pupils with special educational needs and/or disabilities (SEND) is exceptionally strong."*

*"The Sixth Form curriculum is exceptionally strong."*

*"All staff feel valued. They refer to being part of a special community. Leaders proactively consider the workload and wellbeing of their staff."*





Pathfinder

Multi Academy Trust

# About our Trust

Providing an excellent education from age 2 to 19



**Setting the course**



**Leading the way**



**Serving and inspiring**

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,800 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

## Pathfinder schools



ACOMB  
PRIMARY  
SCHOOL



Applefields School  
York



Archbishop Holgate's School  
A Church of England Academy Founded 1546



Badger Hill  
PRIMARY SCHOOL



Barlow CE Primary School

Part of the White Rose Federation - One family, branching out together



Burton Salmon CP School

Part of the White Rose Federation - One family, branching out together



Chapel Haddlesey CE School

Part of the White Rose Federation - One family, branching out together



Hempland  
Primary School



Heworth  
Church of England Primary School



Huntington  
PRIMARY ACADEMY



Malton School  
A Specialist Science School



New Earswick  
Primary School



Poppleton Road  
Primary School



Rufforth  
Primary School  
•Inspire•Care•Grow•



St Barnabas  
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's  
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall  
Primary School



Welburn  
COMMUNITY PRIMARY SCHOOL



# Job Description

## Main Purpose of Job

To provide efficient and effective administrative support to the Operations Manager.

To contribute to the overall ethos/work/aims of the school and meeting the needs of our children.

## Core Responsibilities, Tasks and Duties

- Responding to telephone and personal enquiries
- Administration of letters
- Filing and photocopying
- Supporting the Attendance Team

## Customer Focus

- Model excellent professional relationships with children, parents and other professionals in the school
- Provide an excellent administrative service to all sections of the school community
- Delivering best customer service

## Communication

- Adhere to school procedures and ensure that staff receive messages (telephone, email, face -to-face) promptly and accurately
- Support the Head's PA with various administration requests

## Administration and Attendance

- Provide general administrative service to the Operations Manager and the Attendance Team and other staff as directed, to include preparing of correspondence, reports, references, mail, appointments and meetings, maintain general and confidential filing systems
- Support the Attendance Team to maintain registers and record absences
- Coordinate the printing and maintaining of registers
- Support the Operations Manager to manage staff absence record
- Coordinate the inputting of detentions for students who are late to school
- Assisting the Attendance Team with making daily absence calls
- To help highlight and monitor patterns of absence
- General support in other areas as required



# Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good standard of general education including English and Maths	✓	
Excellent communication skills, both verbal and written	✓	
English and Maths to GCSE standard or beyond		✓
Admin/IT qualification		✓
<b>Experience</b>		
Experience of working successfully and co-operating as a member of a team	✓	
Ability to deal with general administration in a neat and organised manner	✓	
Computer literate with experience of Microsoft Office, Excel, Email & the Internet.	✓	
Previous experience of working in a school office environment		✓
<b>Professional Values</b>		
A genuine desire to work with children and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body	✓	
Establish and maintain good professional relationships with pupils, parents and colleagues	✓	
Adopt a flexible approach to working		✓
<b>Knowledge and Understanding</b>		
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion	✓	
Be confident in the use of Excel, Word, Google, email and database programmes	✓	
Experience of working with Integris or similar school management information system		✓
<b>Skills</b>		
Ability to work effectively and respond well under pressure and meet deadlines	✓	
Ability to provide a welcoming environment		✓

*Continued on next page*



	Essential	Desirable
<b>Skills</b>		
Able to deal with regular interruptions	✓	
Able to prioritise workloads	✓	
Self-motivated with the ability to work with minimal supervision	✓	
Excellent communication skills including verbally, in writing, face-to-face and over the telephone	✓	
Excellent telephone manner	✓	
Ability to work in a discreet and sensitive manner	✓	
Good keyboard skills	✓	
Ensures confidentiality at all times	✓	
Produce accurate work	✓	
Ability to use initiative and apply sound decision making skills whilst understanding that some matters need to be referred to others	✓	
Thrives in a pressurised environment		✓
<b>Personal Characteristics</b>		
Knowledgeable and highly competent	✓	
Punctual	✓	
Approachable and empathetic	✓	
Enthusiastic and confident when working with a wide range of people	✓	
Courteous, calm and efficient	✓	
Organised and resourceful	✓	
Patient and diplomatic manner when dealing with staff, pupils, parents and visitors	✓	
Flexible, co-operative and supportive team player	✓	
Committed	✓	
Of smart appearance	✓	
<b>Special Requirements</b>		
Will be required to undergo an Enhanced Disclosure and Barring check (DBS), two reference checks and be willing to undergo a pre-employment occupational health check	✓	

# Professional Development

**The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.**

## Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

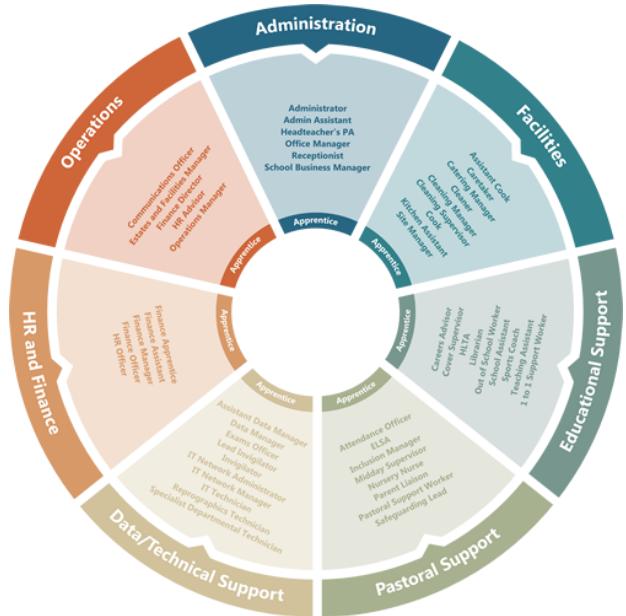
- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



## Support Staff

The support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Pathfinder Teaching School Hub

Staff in our schools are able to benefit from the wide range of training and development opportunities delivered through the Pathfinder Teaching School Hub, based at Archbishop Holgate's School. As well as providing the full suite on National Professional Qualifications, the Hub and its key partners deliver a wealth of training and development opportunities for teachers at every stage of their career across our urban, rural and coastal school communities.





# Benefits of Working at Pathfinder

**Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.**

## Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

### Local Government Pension Scheme

We contribute an additional 20.4% of your salary.

### Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

## Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



## CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



## TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



## Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice



## Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



## Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight to the First Bus app
- Spread the cost of annual travel

## Free Will Writing Service

Estate planning and will writing specialists Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.

