BECK PRIMARY SCHOOL

PART OF

CASCADE MULTI ACADEMY TRUST

ADMIN OFFICER

RECRUITMENT PACK









SUMMARY

Admin Officer

Workplace:

Beck Primary School
Beck Road
S5 0GG
Sheffield

Details:

22.5 hours per week for 39 weeks per year (term time only)

The salary:	Grade 4 , Scale point 7 - Scale point 12
Full time equivalent (FTE):	£27,274 - £29,542 per annum
Actual salary:	£14,265 - £15,452 per annum

This role is to start as soon as possible.

Term time dates are published in advance each year for 39 weeks of the year.

Term time employees are paid to work for their specified number of school weeks in the year (normally 39 weeks, including inset days) plus their pro rata annual leave entitlement plus their pro rata bank holiday entitlement. This is all included in their annual salary, which is then paid in 12 equal instalments.

WELCOME FROM THE HEADTEACHER



Dear Applicant,

Thank you for taking the time to find out more about the Admin Officer role here at Beck Primary School.

I feel incredibly privileged to be the Headteacher of this school. Beck is a huge, busy, diverse and genuinely lovely place to work. We call ourselves 'The Big School with the Big Heart', and it really does sum us up. Our children are brilliant, our staff care enormously about them and there is a warmth to the school that I hope you will feel as soon as you walk through the door.

Being such a large primary school means there's never a dull moment! Our school office is at the heart of so much that happens here, and we're looking for someone organised, enthusiastic and approachable to join our team and help keep things running smoothly.

The role is wonderfully varied, from welcoming families and visitors, answering enquiries and supporting admissions, to maintaining accurate records and helping with the many administrative processes that keep a school of our size ticking along. We're looking for someone who takes pride in doing things well, has a good eye for detail and can juggle competing priorities with a calm, positive and practical approach.

Just as importantly, we're looking for someone who understands that working in a school is about people as much as paperwork. Whether you're helping a parent, supporting a colleague or offering a reassuring smile to a child, the way we make people feel really matters at Beck.

You'll be joining a supportive office team, working closely with our Business Support Manager and colleagues across the school. We work hard and have high expectations, but we also value kindness, teamwork, humour and common sense. We want Beck to be somewhere people feel valued, supported and genuinely enjoy coming to work.
This is a fantastic opportunity for someone who enjoys variety, likes being part of a team and wants to make a real difference to the everyday life of a school and its community.

If you're considering applying, I'd really encourage you to come and visit us. Meet our team, see our school in action and get a feel for what makes Beck such a special place to be.

We look forward to hearing from you!

Miss Jenny Birks
Headteacher

WELCOME FROM THE CEO



Dear Applicant,

Thank you for your interest in joining Beck Primary School and Cascade Multi Academy Trust.

Cascade is a growing Trust of six primary schools across Sheffield. We believe schools are stronger when they work together - sharing expertise, challenging each other and supporting one another while retaining the individual character of each school.

Our aim is simple: to improve the life chances of every child in our care. We want our schools to provide an excellent education for children and to be great places for adults to work, develop and build their careers.

As Admin Officer at Beck, you will play a key role in supporting the day-to-day running of the school. You will work closely with staff, pupils, parents and the leadership team, while also having access to the support, expertise and opportunities available through our wider Trust network.

We are ambitious for our schools and for the people who work within them. If you share that ambition, I hope you will consider joining us.

Sue Bridges
CEO Cascade Multi Academy Trust

ADVERT

Admin Officer

Permanent
22.5 hours per week, 39 weeks per year
Salary: Grade 4, Scale point 7 - Scale point 12
Full time equivalent (FTE): £27,274 - £29,542 per annum
Actual salary: £14,265 - £15,452 per annum

At Beck Primary School, no two days are ever the same. As one of the largest primary schools in the area, we are looking for an organised, proactive and approachable Administrator to join our friendly and busy office team.

This is a varied role at the heart of the school, providing essential support to pupils, families, staff and visitors. From admissions and pupil records to reception duties, recruitment administration and maintaining key school systems, you will help ensure the smooth day-to-day running of our school.

We are looking for someone who:

- Has excellent organisational and administrative skills.
- Can manage a varied workload and prioritise effectively.
- Has strong IT skills and is confident using management information systems (experience of Arbor would be an advantage).
- Enjoys working with people and providing excellent customer service.
- Has a keen eye for detail and understands the importance of accuracy and confidentiality.
- Works well both independently and as part of a team.
- Communicates confidently and builds positive relationships with a wide range of people.
- Uses initiative, takes responsibility and knows when to seek guidance.
- Remains calm when things don't go to plan - because, in a school, they sometimes won't!
- Shares our high expectations and genuinely wants to contribute to making Beck better.

The successful candidate will support a range of school processes including admissions, pupil transfers, Free School Meals administration, recruitment administration, reception duties, website updates, maintaining pupil records and providing support to colleagues using school information systems.

ADVERT

Admin Officer

You don't need to know the answer to every question on day one. What matters is having strong administrative skills, a willingness to learn and the confidence to ask questions, seek support and find the right information when needed.

This could be the role for you if...

You are already working in school administration and are ready to take on a wider range of responsibilities, or you have strong administrative experience and are looking for an opportunity to make a real difference in a school community.

ADVERT

Admin Officer

What Beck can offer you

This is a busy and varied role, but we want the person who joins us to have the support, trust and opportunity to do it really well.

Career development Opportunity

As Admin Officer at Beck, you will become part of a wider network of colleagues across the Trust. Alongside a varied and rewarding role, you will benefit from the knowledge, experience and support of colleagues across our schools and central team. We are committed to staff wellbeing and professional development, offering opportunities to develop new skills, take on additional responsibilities and grow your career within the Trust.

Ownership and responsibility

Whilst this is not a management position, it is not a purely transactional role. You will have responsibility for key administrative processes and become a trusted point of contact for pupils, families and colleagues. You will be encouraged to take ownership of your work, identify improvements and contribute to the smooth running of the school.

A working pattern worth shouting about

The role is 22.5 hours per week, 39 weeks per year, giving you additional time away from work during school holidays while receiving your salary in 12 equal monthly payments.

A role with variety

This is a varied and rewarding role at the heart of our school community. No two days are the same. One day you may be supporting families with admissions, attendance and pupil records, while the next you could be coordinating communications, supporting statutory processes, managing school systems, assisting with trips and events, or providing guidance to parents and colleagues.

Support when you need it

You won't be working alone. You'll have support from the School Business Manager, the Headteacher, Beck's team and Cascade's central specialists, while having the autonomy to lead your areas.

ADVERT

Admin Officer

Beck Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on the School's website.

In line with Keeping Children Safe in Education advice, the School will carry out online searches for shortlisted candidates. Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the School, please contact Jenny Birks, the Headteacher, via email at **jbirks@beckprimary.co.uk.**

You can download the Word version of the application form from Cascade's website. Please do not use the Sheffield City Council application form.
www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing ***recruitment@beckprimary.co.uk***.

Your completed application should be emailed to ***recruitment@beckprimary.co.uk***.

Closing Date: 29th November 2026
Shortlisting: 30th November 2026
Assessment Date: 3rd December 2026

JOB DESCRIPTION

Admin Officer

The Role:

To provide high-quality administrative support across a range of school functions including admissions, attendance, pupil records, recruitment, school communications, educational visits, financial administration and management information systems. The postholder will play a key role in ensuring the smooth and efficient operation of the school office while delivering excellent customer service to pupils, parents, staff and visitors.

Reporting to:

School Business Manager

Qualifications:

- Excellent numeracy/literacy skills
- NVQ 2

Key Responsibilities:

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

JOB DESCRIPTION

Admin Officer

1. Administrative Support

- Provide comprehensive administrative support to the school, ensuring all tasks are completed accurately and within required timescales.
- Maintain accurate and confidential records in accordance with school procedures, GDPR and statutory requirements.
- Prepare, distribute and maintain correspondence, reports, forms, records and other documentation.
- Produce letters, reports and information using a range of ICT packages and school systems.
- Organise and maintain effective filing and record management systems, both electronic and paper-based.
- Support the smooth operation of the school office and provide cover for colleagues as required.
- Provide administrative support for educational visits, residential visits and school events and maintain payment records.

2. Admissions and Pupil Records

- Coordinate and administer pupil admissions processes, including in-year admissions and waiting lists administration.
- Manage pupil transfers in and out of school, including the production and transfer of Common Transfer Files (CTFs).
- Administer Year 6 leaver processes and transition arrangements with receiving schools.
- Maintain accurate pupil records on Arbor and other relevant systems.
- Ensure pupil information is accurate, up to date and compliant with statutory requirements.
- Process changes to pupil records and ensure relevant documentation is obtained and recorded.

3. Arbor and School Information Systems

- Act as a key user of Arbor and other school management information systems.
- Provide first-line advice and support to staff on the use of Arbor and related systems.
- Maintain accurate pupil, attendance and communication records.
- Produce reports and data analysis as required to support school operations.
- Identify and escalate system issues where appropriate.

4. Free School Meals and School Administration

- Maintain accurate records of school meal accounts.
- Process applications and ensure records are maintained accurately.
- Support statutory and local authority returns relating to pupil information.
- Assist with the administration of school communications, forms and parental correspondence.

JOB DESCRIPTION

Admin Officer

5. Financial Administration

- Administer school meal accounts and maintain accurate records.
- Monitor outstanding balances and follow up unpaid dinner money and other debts in line with school procedures.
- Process payments and maintain appropriate financial records.
- Support the Business Support Manager with financial administration and reporting requirements.
- Operate in accordance with the school's financial procedures and internal controls.

6. Recruitment and Personnel Administration

- Support recruitment and safer recruitment processes.
- Prepare recruitment packs and advertising documentation.
- Coordinate interview arrangements and candidate communications.
- Complete administration relating to online searches, references and pre-employment checks.
- Maintain accurate recruitment records in line with safeguarding and employment requirements.

7. Website and Communications

- Update and maintain website content to ensure information is accurate and compliant.
- Support school communications with parents and the wider community.
- Assist with the production and distribution of newsletters, letters and other communications

8. Reception and Customer Service

- Act as a first point of contact for parents, pupils, visitors and external agencies.
- Provide a professional and welcoming reception service.
- Respond to enquiries in a courteous, efficient and timely manner.
- Receive and direct visitors in accordance with safeguarding procedures.
- Answer telephone calls and manage email enquiries appropriately.

9. Medical and Welfare Administration

- Administer medicines in line with school procedures.
- Maintain accurate medication and accident records.
- Provide basic first aid and welfare support to pupils.
- Liaise with parents regarding pupil medical needs where required.
- Ensure medical information is kept up to date and confidential.

PERSON SPECIFICATION

Admin Officer

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Experience
Candidates should have:
Experience of providing administrative support in a busy office environment
Experience of managing and maintaining accurate records and databases
Experience of dealing with members of the public and providing excellent customer service
Experience of using Microsoft Office applications, including Word, Excel and Outlook
Experience of handling confidential and sensitive information
Experience of working in a school or educational setting - desirable
Experience of using Arbor or another school management information system - desirable
Experience of admissions, attendance, pupil records or school finance administration - desirable
Experience of supporting recruitment and safer recruitment processes - desirable

PERSON SPECIFICATION

Admin Officer

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Knowledge and Understanding
Candidates should have:
Understanding of effective administrative systems and office procedures
Understanding of the importance of confidentiality and data protection
Understanding of the need for accuracy and attention to detail when maintaining records
Understanding of customer service principles and building positive relationships
Understanding of safeguarding and promoting the welfare of children and young people
Knowledge of school admissions, attendance and pupil record processes - desirable
Knowledge of Arbor and school data management systems - desirable
Knowledge of GDPR and data protection requirements within a school environment - desirable
Skills and Abilities
Excellent organisational skills with the ability to prioritise competing demands
Ability to work accurately and efficiently under pressure

PERSON SPECIFICATION

Admin Officer

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Strong written and verbal communication skills
Ability to build positive relationships with pupils, parents, staff and external agencies
Ability to work independently and use initiative
Ability to work collaboratively as part of a team
Strong ICT skills and confidence in learning new systems
Ability to analyse information and maintain accurate records
Ability to manage multiple tasks and meet deadlines
Ability to support colleagues with the use of school systems and processes - desirable
Personal qualities
Professional, approachable and welcoming manner
Flexible and adaptable approach to work
Commitment to providing high-quality support and customer service
Reliable, conscientious and dependable
Commitment to equality, diversity and inclusion
Commitment to safeguarding and promoting the welfare of children and young people

PERSON SPECIFICATION

Admin Officer

Willingness to undertake training and professional development
Positive attitude and willingness to contribute to the wider life of the school

THE APPOINTMENT PROCESS

These notes are intended to guide you when making an application

Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training
State your qualifications and any training you have undertaken relevant to the post.

Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

The Supporting Statement within your Application Form
The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack.

Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Assessment
Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback
Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment
A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications
When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

WHY WORK FOR CASCADE MULTI ACADEMY TRUST



Our staff are at the heart of everything we do. We are committed to fostering a supportive, ambitious and people-centred culture where every colleague feels valued, respected and empowered to succeed. To support staff wellbeing, professional growth and a healthy work–life balance, we offer a comprehensive package of employee benefits.

Flexible Working

Wherever possible, we promote flexible working arrangements to help colleagues balance their professional responsibilities with personal commitments.

Staff Recognition

We recognise and celebrate the dedication and achievements of our staff through trust-wide and school-level recognition initiatives.

Pension Schemes

All employees are eligible to join a generous pension scheme, including:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from an enhanced annual leave entitlement.

Healthcare and Wellbeing Support

All colleagues have access to our Employee Assistance Programme, providing:

- Free, confidential telephone support
- Face-to-face counselling
- GP services
- A range of wellbeing resources and guidance.

Staff Voice

We actively encourage staff feedback through regular surveys and forums, ensuring colleagues have a meaningful voice in shaping trust policy and practice.

Discounts and Perks

- Health Cash Plan - helps colleagues manage everyday healthcare costs by offering money back on a range of routine treatments, supporting both wellbeing and peace of mind.
- Cycle to Work
- Eligibility for the Blue Light Card, offering a wide range of national and local discounts
- Discounted gym membership
- Free on-site or nearby parking at all trust schools

Pay progression

Automatic pay progression for all colleagues in line with their grading structure

Family Leave

Enhanced family leave benefits and pay to offer you support in life's most important moments.

Continuous service

We honour continuous service with other local authorities and Multi Academy Trusts.



JOIN OUR TEAM

At Cascade Multi Academy Trust, you will be part of a collaborative, forward-thinking community where colleagues are motivated, ambitious and highly skilled. We work together with energy, creativity and shared purpose, united in our commitment to supporting the success, wellbeing and potential of every pupil. Alongside our professionalism and high ambitions, we are also a fun, friendly and supportive team who enjoy working together and celebrating successes along the way.