



# Admin Officer Part-Time (15 hours per week) Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

We were established in 2011 (originally as Tapton School Academy Trust) and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ nearly 1000 staff, and those people are incredibly important to us. One of our key strategic priorities is to attract and develop capable people with great character, so that our young people thrive. If you work with us, you will receive best-in class talent management opportunities through our Institute of Talent, to develop yourself and open doors to a wealth of career opportunities within (and outside) of our Trust.

We are mindful of the workload challenge currently facing the sector, so we are focused on reducing workload and creating conditions where our colleagues have a fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and aligning our systems, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a Multi-Academy Trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where innovation, collaboration and excellence thrive, you will find a like-minded group of people at INOVA Multi-Academy Trust.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber  
CEO



# About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

**Our Vision:** Transforming lives through the power of learning.

**Our Mission:** To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

**Our Values:** Innovation : Collaboration : Excellence



## Our Values

### Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

# The Role

Wisewood Primary School are seeking to appoint a part-time admin officer to start as soon as possible.

Monday – Friday 1pm – 4pm

Closing Date: 31<sup>st</sup> October 2025

Interviews: to be confirmed

The successful candidate will join us to complete a strong team and contribute to the school's success. Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Application forms and further information regarding the role can be obtained at <https://www.wisewoodprimaryschool.co.uk/> where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites.

Completed applications should be returned to: [smcgloin@wisewood.sheffield.sch.uk](mailto:smcgloin@wisewood.sheffield.sch.uk)

**Please do not use the Local Authority application form.**

Salary Range	Grade 3, SCP 5 to 6 (£24,790 to £25,183) Actual Starting Salary £10,050
Hours of Work	15 hours per week, 39 weeks per year (Monday – Friday)
Responsible To	HR and Office Manager
Responsible For	Working under the instruction/guidance of the HR and Office Manager and SLT providing routine general administrative support to the school
Benefits	<ul style="list-style-type: none"><li>• Local Government Pension Scheme.</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme.</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health.</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and Training.</li></ul>

# Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Multi-Academy Trust and School 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.

## MAIN DUTIES AND RESPONSIBILITIES

- Daily pupil attendance and register checks
- Nursery Administration
- Health Care Plans Administration
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Managing milk provision for pupils
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
- Assisting with arrangements for visits by school nurse, photographer etc.
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration, eg daily attendance registers, school meals
- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Be aware of and comply with 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 ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Any other duties and responsibilities appropriate to the grade and role

# The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	<ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• Good organisational and time management skills</li><li>• Be friendly and approachable</li><li>• Ability to relate well to children</li><li>• Have an ability to work as part of a team in a busy environment is essential</li></ul>
Qualifications and Experience	<ul style="list-style-type: none"><li>• Excellent Communication Skills</li><li>• Previous experience in a similar role preferred</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Positive and enthusiastic</li><li>• Friendly and caring</li><li>• Team player</li><li>• Adaptable and flexible</li><li>• Commitment to safeguarding children</li><li>• Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection</li><li>• Committed to a strong partnership between home and school</li><li>• The ability to establish good professional relationships with parents, children, governors and colleagues</li></ul>
Work Related Circumstances (including working conditions)	<ul style="list-style-type: none"><li>• The role is based at Wisewood Primary School</li><li>• Requirement to complete online training modules each year as applicable to the role</li><li>• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.</li></ul>

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

# How to Apply

Applications for this role are via email at [smcgloin@wisewood.sheffield.sch.uk](mailto:smcgloin@wisewood.sheffield.sch.uk)

**Closing Date: 30<sup>th</sup> September 2025**

**Interviews: 7<sup>th</sup> October 2025**

Visits to the school are warmly welcomed, please contact the main school office on 0114 2343304 or email at [smcgloin@wisewood.sheffield.sch.uk](mailto:smcgloin@wisewood.sheffield.sch.uk) to make arrangements.

## Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

## Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

## Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.



**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website:

<https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69>

## Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



**INOVA Multi-Academy Trust**  
Floor 5, Block 2, Pennine 5, Tenter Street, Sheffield, S1 2BY

☎ 0114 5532840  
✉ [info@inovamat.org](mailto:info@inovamat.org)  
🌐 [www.taptontrust.org.uk](http://www.taptontrust.org.uk)

