



Careers at SHARE Multi- Academy Trust

Administration Manager

**Millbridge, A SHARE Primary
Academy & Heaton Avenue, A
SHARE Primary Academy**

Application Pack



Valuing People, Supporting Personal Best

Welcome to SHARE Multi-Academy Trust, a supportive and close-knit family partnership of eight academies across West Yorkshire, and a Teaching School Hub.



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At SHARE, we are committed to delivering strong educational standards within our academies and providing our people with excellent careers. This is all underpinned by an unwavering commitment to our vision of Valuing People, and Supporting Personal Best.

I believe our role as educators is to help children and young adults to instil a desire to learn, to overcome barriers to success, and to encourage an ambition to achieve. To reach this standard, we must first deliver for our people and ensure they feel valued, listened to and have a strong sense of belonging. In turn, our colleagues, pupils, and society all benefit enormously.

Two of our guiding principles are that 'quality is our driving force', and 'teams drive success'. We know that recruiting and retaining an outstanding workforce is fundamental to achieving our aims. We therefore make it our mission to ensure every colleague within the trust has access to exceptional training and personal development opportunities, alongside a positive teaching environment, clear and ambitious progression pathways, and highly competitive packages.

We are also committed to sharing best practice across our trust, creating networks for colleagues to learn from one another, and fostering a learning environment and workplace where everyone feels supported and inspired, and can truly thrive. As a result, we are proud to be an employer of choice.

Thank you for your interest in our academies and trust. I hope you will consider joining us as we continue to deliver the very best education for our pupils. Whether you are an education practitioner looking to start your journey, or an established professional wanting to bolster your career – we look forward to working together soon.

John McNally

Chief Executive Officer
SHARE Multi-Academy Trust

We must first deliver for our people and ensure they feel valued.

Quality is our driving force



Teams drive success



We are proud to be an employer of choice.

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About our Trust

SHARE Multi-Academy Trust was first established in 2014, and since then, we have built a solid reputation for high standards and strong achievements.

We operate four successful primary academies and four high-performing secondary academies across the region. Our outstanding provision is supported by our Calderdale and Kirklees Teaching School Hub and national training accreditations, which enable us to deliver exemplary training and development opportunities for education practitioners at every stage of their career, from initial training to executive leadership.

Our academies achieve excellent outcomes across the board. This includes academic attainment and school improvement, as well as maintaining exceptionally high standards in all aspects of school life including behaviour and attendance.

As a result of the trust's supportive and inclusive approach, senior leaders invest significant time in supporting positive pupil behaviour and attendance. Our pupils attend well and are positive about learning. In turn, this creates a positive and respectful teaching and learning environment for staff, with teachers able to focus on delivering an excellent education to students without distraction, and with a manageable workload.

Whilst being close-knit, we are ambitious for the future.

We are always looking for additional ways to expand our positive impact, be that by working with new schools on exciting initiatives, or by collaborating with our talented team of staff.

Our aim has long been to be the best trust, not the biggest. Our priority for the future is to keep improving standards, building on our successes, and raising aspirations so we can support even more pupils to achieve even better outcomes.



Behaviour is excellent, and there are high levels of mutual respect and tolerance amongst pupils and staff.

*Ofsted, 2023**



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*2023 Ofsted report for Thornhill
Community Academy, A SHARE Academy

Your Career at SHARE

Our vision of ‘Valuing People, Supporting Personal Best’ underpins everything we do. Central to our work and ability to deliver a transformational education, is our dedication to developing our greatest asset, our staff.

That is why we have an outstanding pledge to teachers and support staff to provide professional development and training opportunities, particularly through our Teaching School Hub. We are committed to investing in our staff, ensuring that they have fulfilling careers and enjoy their jobs every day. This is fundamental to our ability to turn academies around and deliver the very best education to pupils.

We offer a competitive package to all our colleagues.

We have committed to offering our colleagues pay and conditions that are at least as good as those available to colleagues in maintained schools. In practice, we often exceed them. We continue to contribute to the generous Teachers and Local Government Pension Schemes and at least match pay awards agreed or recommended by the Local Government Association and School Teachers’ Pay and Review Body. We use the flexibilities available to us as an academy to enhance our offers where we can.

As well as two generous pension schemes, we also offer employee assistance and wellbeing packages; and flexible and family-friendly policies, such as flexible working, shared parental leave and enhanced maternity, paternity, and adoption entitlement, giving colleagues the control and freedom to work in a way that suits their needs. We offer incremental progression and cost-of-living pay increases, subscribe to local and national discount schemes, and provide exceptional onsite catering facilities.



We work as a collective group of professionals to achieve common goals. Watching new teachers and leaders become established in their roles gives me an immense sense of professional pride, as they help our pupils to achieve excellent outcomes.

Jack Wyatt

*Associate Principal
Shelley College*



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Our Shared Vision and Mission

Our Mission

We believe education is all about people. Our success is measured in how we help our pupils. We can only attain this success by employing talented, committed staff, and working in partnership with our whole academy communities.

Our mission means we endeavour to ensure every one of our pupils and members of staff enjoy coming to our academies, and that all of us try our very best in everything we do. We help everybody, regardless of background or starting point, to gain the knowledge, skills, and habits that lead to happy and successful lives, both now and in the future.

Our Vision

We want to transform education for the better, raising aspirations in diverse communities, increasing knowledge, and developing the skills that children and young people need to make their lives rewarding and successful.

Our vision is for our teachers and staff to continue to choose our academies and our trust as a working environment where, through our high-quality training and progression pathways, they can achieve their career aspirations. Our academies will be the first choice for parents because we provide a safe and nurturing environment, with excellent academic standards and a wealth of opportunities. Our trust will continue to be a well-regarded family network where other schools choose to join us, benefiting from strong support services, collaboration, and best practice sharing.

We live by our vision of 'Valuing people, Supporting personal best', bringing this to life in everything we do. We are all part of a family that has high expectations and a strong moral compass

Jenny Carr
*Executive Principal and
Headteacher, Royds Hall*

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Our Guiding Principles

We have a clear and ambitious strategy as a trust, so that we can ensure we collectively fulfil our overarching vision and mission. This is built upon our guiding principles, with distinct goals and objectives linked to accountability and performance measures.



Academies



Our secondary academies



Our primary academies

Click below to select the location of the vacancy you are interested in to find out more.



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**Most recent Ofsted prior to academisation in 2022*

Our Outcomes

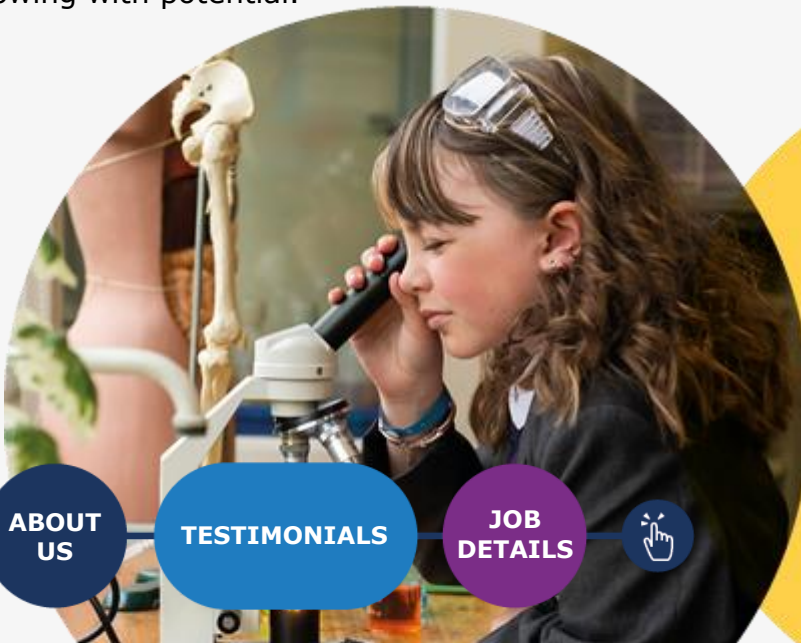
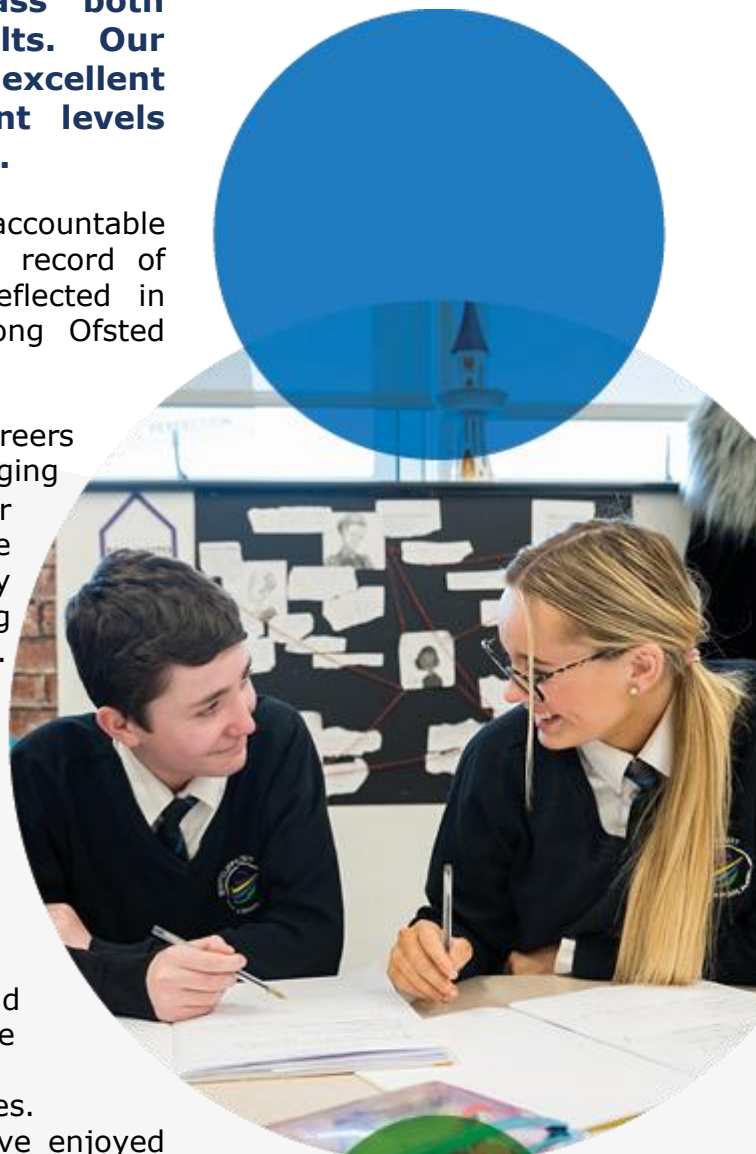
At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.

Supported by robust, well-resourced, and accountable improvement plans, we have a proven track record of significantly improving our academies, as reflected in national performance measures and our strong Ofsted outcomes.

Through our broad curriculum, first-class careers education and guidance, and our wide-ranging enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

We remain committed to developing our staff, who are our greatest asset in achieving our mission.

Alongside our successful Teaching School Hub and training accreditations, we take great pride in one another's individual successes. Many of our most senior leaders have progressed through the routes. That includes the countless colleagues who have enjoyed varied, rewarding, and long careers with our academies and trust, as well as those who are just starting on their journey and are glowing with potential.



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What our colleagues say

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Since joining SHARE as an RQT, the trust has always supported me in my career, giving me ample opportunity to develop and demonstrate my skills, whether through official training courses such as the National Professional Qualification (NPQ) or by offering opportunities to deliver CPD and build leadership skills.

My career progression at SHARE has been rapid thanks to the encouragement of leaders. With every role I have applied for, or training opportunity considered, leaders have always been approachable, supportive, and encouraged these conversations.

There are regular opportunities within the trust to try new things and gain experience in areas that interest us. **I am really glad I joined Share MAT because the culture of recognition, support, and celebration gave me the confidence I needed to chase my career goals.**

Lewis Day

Trust Improvement Leader (Personal Development); PSHE Leader; Teacher of English at Shelley College

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The care and support that has been provided during my time with the trust has not only allowed me to help make a difference to young people's lives but it has **enabled me to excel in a fantastic career and in a role which is so fulfilling.** It has been life changing!

Melanie Delaney-Hudson

Assistant Headteacher (SEND and Inclusion), Thornhill Community Academy

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What our colleagues say

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Alongside being part of the central trust team, **I enjoy getting the chance to meet and work with other colleagues across the trust.** I started as an apprentice and every year SHARE has helped me to progress further, either by supporting me with professional development in the form of external or internal training, which constantly bridges the gap to progress onto the next level when the opportunity arises.

Kieran Miller-Walker

Finance Officer, SHARE
Multi-Academy Trust

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As Phase Leader, I am pleased to be able to support other teachers with passion and excitement to help them lay the foundations that mean pupils thrive throughout their educational journey.

Being a part of the Share MAT family, means there is always a vast amount of knowledge, guidance and support available. The trust annual training day on the first day back really makes you feel like part of a team, with common goals to provide a unique learning journey for all children.

Ben Modeste

Phase Leader of Lower Key Stage 2,
Luck Lane Primary School

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First-class careers, through bespoke training and support

Our success as a trust depends entirely on our colleagues who are the bedrock of all we do. That's why we're determined to recruit and retain the best staff by offering first-class training and support, alongside highly competitive packages.

Across the trust, we pledge to deliver outstanding professional development and training opportunities that are bespoke for our teaching and support staff. We support colleagues through ongoing training, coaching, and mentoring using the latest evidence-based research, to strengthen their expertise.

Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

We also champion cross-trust collaboration and best practice sharing, maximising the opportunities and expertise available across our schools. All colleagues are encouraged to meet regularly, including through various forums where they can discuss ideas, and share experiences and resources.

We are committed to protecting our staff's wellbeing by providing the support, guidance, and training needed to achieve the highest standards they are capable of.

Just as we encourage our pupils to achieve their personal best, we want the same for our staff, with colleagues having their own personal development plans.



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Endless opportunities through our **Teaching School Hub and Training Accreditations**



Our commitment to professional development and raising opportunities and aspirations in the communities we serve and beyond, is best reflected through our Teaching School Hub and Training Accreditations.

We are immensely proud to be the Teaching School Hub for Calderdale and Kirklees, enabling us to connect with, shape, and inspire teachers and practitioners of the future.

Through our Teaching School Hub and training platforms, we induct Early Career Teachers (ECTs) into the profession through an outstanding Initial Teacher Training programme. All our academies similarly play an important role in supporting trainee teacher placements through the Hub and with other local trainee teacher providers. We also offer a full suite of specialist and leadership NPQs through the Hub, including for staff themselves to facilitate Early Career and NPQ frameworks.

Since its launch, we are delighted that 1,000 new teachers have progressed or are progressing through our Early Careers Framework Course, with over 600 studying NPQs. We also continue to provide the Appropriate Body Service for nearly 500 new teachers.

Having the Hub as a central part of our trust family means it continually informs our approach to staff development and how we can enhance our training based on learnings and insights. It has also shaped our approach in recognising that development is a long-term, meaningful investment in our colleagues and therefore our pupils.

Since the launch of the hub...

1,000 teachers
have progressed or are
progressing through
the **Early Career**
Framework

600
teachers
are studying
NPQs

500
teachers
using our
Appropriate
Body Service

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JOB ADVERT

Job title:

Administration Manager

Academy:

**Millbridge, A SHARE Primary Academy & Heaton Avenue,
A SHARE Primary Academy**

Headteacher:

Rhona Pleasant (Millbridge) & Sarah Quinn (Heaton Ave)

Section:

Administration Team

Reporting to:

Reporting to both Headteachers

Contract type:

■ **Permanent**

Time commitment:

Working 37 hours per week. Monday to Thursday 8.00am to 4.00pm, Friday 8am to 3.30pm. Lunchbreak is thirty minutes unpaid.

Band/Range:

This post is paid at Band G, (£33,024 to £35,745 all year-round equivalent).

Further salary information:

Actual salary is £29,531 to £31,964 (Based on term time working plus 10 additional days)



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JOB ADVERT

Academy information:

Millbridge, A SHARE Primary Academy and Heaton Avenue, A SHARE Primary Academy, are two of eight academies within the well-regarded and high-performing SHARE Multi-Academy Trust. The academies are situated within a close-knit, diverse community, and is in good commuting distance from Leeds, Huddersfield and Wakefield. Both academies offer:

- A supportive and ambitious environment where all pupils are encouraged to go beyond what they think they can achieve and to enjoy learning, helping them to lead successful, healthy and happy lives
- A vibrant place to work which equips staff to deliver their best every day, under the strong belief that Valuing People, Supporting Personal Best is the key
- A commitment that staff are happy, engaged and well supported at work, taking pride in pupils' attendance, behaviour, progress and development as well as their own
- Excellent training and guidance relevant to individual job roles, so expectations are understood and staff are motivated
- Great benefits, as an employer of choice, including outstanding CPD, supportive line management, and meaningful networking opportunities across the trust to aid personal development
- Supportive leadership, encouraging health work-life balance
- A high-quality teaching and learning environment, alongside good facilities
- A culture where children are happy, settled and confident, accessing a broad and balanced curriculum which provides a memorable educational experience for pupils and staff.

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JOB ADVERT

We are looking to recruit:

We are looking to recruit an experienced Administration Manager, ideally with substantial administration experience (not necessarily in the education sector) to manage two small administration teams at two of our primary academies located a short distance from each other. The successful candidate will enjoy working with young children despite not being classroom based.

You will have outstanding interpersonal skills as a senior member of the support staff team working across and meeting the administrative needs of two sites. The successful candidate will have the ability to oversee a diverse and demanding workload as well as understand the need for confidentiality and compliance with statutory educational requirements at all times.

Reporting to the Headteachers, you will manage the administration service (including recruitment administration) to meet the needs of all stakeholders.

The trust offers first class, personal development opportunities for all staff as well as providing an excellent induction programme. Training will primarily be "on the job", there is access to another primary Administration Manager for general support and the postholder will join the Administration Manager's network to share ideas and best practice.

There is also support and guidance from the Central HR & Payroll team.

The ideal candidate will:

- Will be a highly organised individual who has exceptional interpersonal skills and a "can do" attitude;
- has experience of working in a busy office environment, able to independently meet deadlines;
- can prioritise their own workload, using their own initiative, working well under pressure;
- ideally have experience of supervising a team;
- is educated to Maths and English to GCSE Grade 4 or equivalent.

For more information, get in touch with:

Rhona Pleasant – rhona.pleasant@sharemat.co.uk

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JOB DESCRIPTION

Overall purpose of the role:

The overall purpose of the role is to manage an administration team across two primary academies (located within ten minutes of each other) to deliver a comprehensive, professional and customer focused administrative service.

The postholder has a key role to play with regard safeguarding, ensuring the Single Central Record for both academies are accurate, compliant and kept up-to-date for all staff, visitors, volunteers, supply staff and contractors.

The postholder will also provide a confidential administrative service to the Headteacher and Executive Headteacher for Primaries; displaying a high level of administrative, interpersonal, communication and organisational skills.

HR administration across both academies forms a key part of this post, particularly with regard the recruitment and appointment of new staff.

Safeguarding requirements:

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. Applicants **MUST** complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references.

For applicants who work or have recently worked in a school, one of the references must be from the Headteacher.

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JOB DESCRIPTION

Key Outputs:

The key outputs in the role are as follows:-

General Admin

- Manage and lead the academies administration teams including reception area and reprographics, overseeing an efficient, effective and friendly service.
- Lead in maintaining an accurate Single Central Record in liaison with the HR & Payroll Officer.
- To undertake appraisals of the administration team, reviewing workload priorities on a regular basis and providing training where required.
- To ensure all correspondence and communications are produced to the highest standard within appropriate deadlines.
- Being the first point of contact for the Headteacher/Executive Headteacher and supporting him/her as required, where possible dealing with matters on their behalf, including receiving visitors, phone calls.
- Providing the central point of contact for the academies, ensuring consistent and accurate messages are provided to all stakeholders and to oversee the management of academy communications including all electronic systems.
- Where requested by the Headteacher/Executive Headteacher or Executive PA to the CEO, to attend and minute meetings, ensuring agreed action points are followed up within agreed timescales.
- To ensure queries and concerns of parents are dealt with promptly and professionally and logged appropriately.
- To support the Executive PA to the CEO and the Governance Professional, to develop, monitor and maintain MAT administration policies and procedures.
- To prepare pupil exclusion letters for signature by the Headteacher/Executive Headteacher, to administer and take minutes as required at meetings and appeal panels across the trust.
- To administer trips and visits including all aspects of EVC responsibility.
- If appropriate, to arrange servicing, MOT and maintenance of school minibus(es). To ensure that drivers are appropriately briefed and licences are checked regularly in accordance with insurance practices.
- To administer lost property.

HR Administration

- Manage the administration of the recruitment process including drafting the advert copy, compiling application packs, placing the advert, liaising with external recruitment agents, handling responses, corresponding with applicants, arranging the interview day, securing references, undertaking pre-employment checks to Safer Recruitment guidelines, issuing provisional offers and subsequent confirmation of contracts.

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JOB DESCRIPTION

- Oversee HR transactional administration throughout the employment cycle, from appointment to leaving employment.
- To ensure DBS checks are undertaken for all staff and volunteers in line with the latest guidelines.
- To organise leaver administration and ensure exit interviews are carried out by line managers.
- To ensure manual staff records are kept up to date including addresses, contract details and salaries
- The maintenance of personnel files for all staff and to ensure the electronic personnel database is kept up to date; ensuring compliance with GDPR.
- The production of all personnel correspondence including contracts of employment (and variations to) and offer letter.
- The archiving of all payroll files as appropriate and ensuring the secure disposal of records as appropriate in accordance with the Records Retention Schedule.
- Support the delivery of the induction programme and ensure the monitoring of probationary periods and reviews take place.
- To administer and co-ordinate staff absence, passing messages to the Headteacher/Executive Headteacher and HR Team to ensure absences are managed and recorded accurately, produce absence reports for the Headteacher/Executive Headteacher.
- To manage day to day cover and liaise with supply agencies as appropriate, managing the administration of cover budgets, ensuring value for money whilst delivering the best service possible.
- To administer and co-ordinate short term sickness absence ensuring return to work interviews are completed by the relevant line manager.
- To administer Leave of Absence requests in accordance with current policy.
- To coordinate and administer recruitment days, liaising closely with the human resources central team.
- To carry out risk assessments with new and expectant mothers.

Financial Administration

- Managing the admin budget, liaising with the Central Finance Team to ensure that resources are managed effectively.
- Ensuring timely and accurate completion overseeing the input of purchase order requisitions, financial transaction requests, debt collection –catering, handling of petty cash, maintaining a gifts register, ordering of stationery,

Premises Administration

- Undertake if required, the administration of school site lettings (in accordance with the Lettings Policy), utilising booking system software as appropriate.

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JOB DESCRIPTION

- Organise and administer events in school; co-ordinating risk assessments for academy-based activities and liaising with site technicians where appropriate.
- Ensure timely and accurate completion of personnel evacuation plans, support the Headteacher/Executive Headteacher with the organisation of lockdown/bomb threat/fire evacuation practice and coordination of school specific risk assessments.

Any other duties commensurate within the requirements for this role or as directed by the Executive PA to the CEO/Headteacher/Executive Headteacher, displaying flexibility to support colleagues across the MAT team.

Dimensions:

- No of reportees – 4
- Close liaison with the MAT central team and academy administration teams.
- Range of Teachers / Support Staff of 73
- Number of sites – up to 6.

Work/Business contacts:

External: Kirklees Council, Department for Education, supply agencies

Internal: Central Team including HR & Payroll and Premises & Compliance

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JOB DESCRIPTION

Expertise in role required (At selection – Level 1):

ESSENTIAL

- Have substantial administration experience
- Possess strong organisational skills, able to prioritise the team's workload
- Be able to work to deadlines and under pressure
- Have excellent communication skills both written and verbal
- Be educated to English and Mathematics (Grade C / 4 or above or equivalent)
- Ability to comply with strict regulations about confidentiality and behave according to the appropriate protocols.
- Have excellent IT skills, proficient in Word, Excel, PowerPoint and Outlook
- An understanding and commitment to equality and diversity
- Willingness to travel around the MAT area if required
- Willingness to work flexibly within the scope of overall hours (E.g occasional evening meetings)
- Full current UK Driving licence
- Access to a motor vehicle and prepared to use if for business purposes

DESIRABLE

- Ideally have recruitment administration experience
- Experience of the education sector

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JOB DESCRIPTION

Expertise in role – After initial and advanced development:

N/A

Structure/Department Information:

The postholder reports directly to both Headteachers and provides ad-hoc administrative support as required to the Executive Headteacher for Primaries.

At both academies, there is one Administration officer and one Senior Administration Assistant.

HOW TO APPLY

Please note that CVs will not be accepted. To apply, please complete an application form on the Every Candidate Portal using the application link below.

Application link:

<https://candidates.every.education/Vacancies/Details?advertKey=9c80b35e-578a-4065-b440-12b6c77b3143>

Closing date:

Sunday 23rd June 2024

Interview date:

Tuesday 2nd July 2024

Share MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post. An online search will be undertaken for all shortlisted candidates.

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*Ready to start your career with Share MAT?
Get in touch:*

Visit

millbridge.org.uk

Email

millbridge.office@sharemat.co.uk

Call

01924 668836

Address

Millbridge, A SHARE Primary Academy
Vernon Road, Liversedge, West Yorkshire
WF15 6HU

Visit the trust website **www.sharemat.org**