



Careers at SHARE Multi- Academy Trust

Administration Manager

Whitcliffe Mount, A SHARE Academy

Application Pack

Valuing People, Supporting Personal Best



Welcome to SHARE Multi-Academy Trust, a supportive and close-knit family partnership of nine 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 five 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.



Guiding Principles

Everyone can achieve



Quality is our driving force



Teams drive success



People thrive in communities



Our Goals and Objectives

Overcome disadvantage, so all pupils achieve outstanding outcomes



Deliver an outstanding curriculum and pedagogy



Recruit and retain an outstanding workforce



Provide outstanding leadership, management and trust infrastructure



Build positive communities that achieve outstanding outcomes, together



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Academies

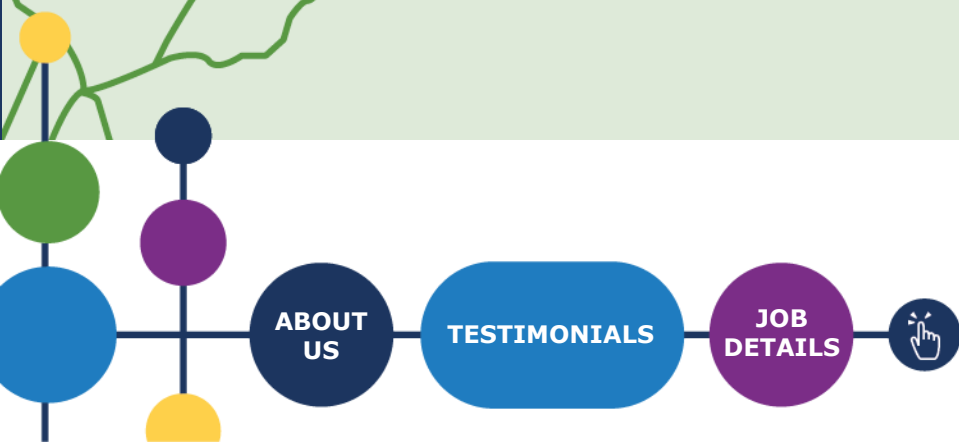


Our secondary academies



Our primary academies

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



**Most recent Ofsted prior to academisation in 2025.*

Our Outcomes

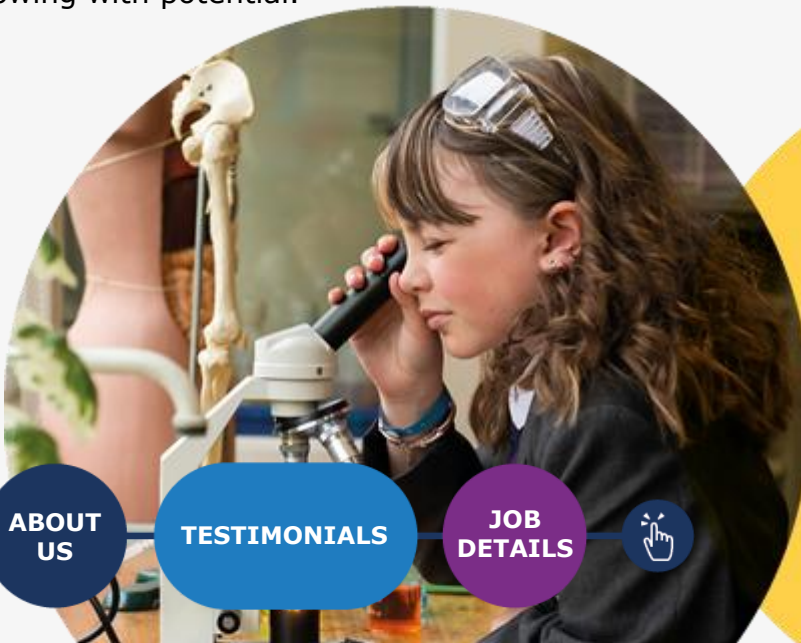
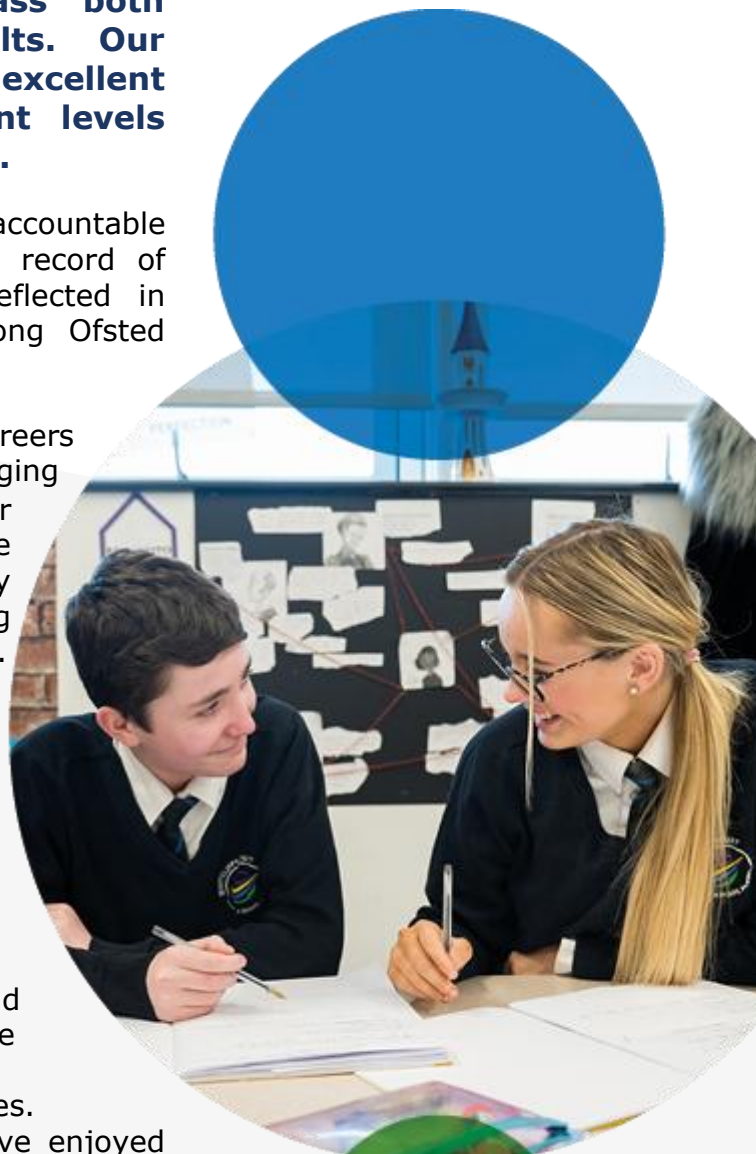
At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.

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:

Whitcliffe Mount, A SHARE Academy

Headteacher:

Rebecca Hesmondhalgh, Headteacher

Section:

Administration

Reporting to:

Headteacher

Contract type:

☒ **Permanent** ☐ **Fixed Term**

Time commitment:

37 hours per week
Term time + 3 weeks

Band/Range:

Band H SCP 28 – 31
Actual salary £35,010.92 to £37,352.91 per annum



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Academy information:

Whitcliffe Mount Academy is a large secondary academy in Cleckheaton, within close commuter distance of Huddersfield, Bradford, and Leeds. The academy is committed to supporting all pupils to achieve, develop and thrive so that they can be happy and successful.

The academy is a proud partner of the well-regarded and high-performing SHARE Multi-Academy Trust and is part of the Teaching School Hub for Kirklees and Calderdale. Whitcliffe Mount provides staff with a wealth of support and a wide range of opportunities to collaborate, network, and share best practice.

Whitcliffe Mount has a wonderful academy community and is a great place to work, where all team members play a vital role in making a positive impact on the life chances of others.

The academy is proud to offer:

- A supportive and ambitious environment where all students 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 students' 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 healthy 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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We are looking to recruit:

We are looking to recruit an Administration Manager who will play a pivotal role in leading our administration team and ensuring the smooth, efficient and professional running of all academy administration functions. This role provides essential support to the Headteacher and Senior Leadership Team, working closely with colleagues across the academy and the wider trust to deliver a high-quality, customer-focused service.

Key responsibilities & specifications

Team Leadership:

The postholder will directly line manage administration officers and other suitable roles, if required. To manage and delegate activities to the administration team, as per the key responsibilities below

General Admin

- Manage and lead the academies administration team 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 ensure all correspondence and communications are produced to the highest standard within appropriate deadlines.
- Being the first point of contact for the Headteacher and SLT supporting them 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 Central Administration Manager, 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 and ensuring compliancy, including all aspects of EVC responsibility.
- The booking and arranging of cover for staff requesting training events including line manager approval.
- To develop and implement high quality customer care standards.

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HR Leadership

- Manage the recruitment selection processes including drafting the advert, 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.
- 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.
- 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 staff files as appropriate and ensuring the secure disposal of records as appropriate in accordance with the Records Retention Schedule.
- To arrange and deliver the Academy induction programme for all new staff including supply staff and volunteers, ensuring probationary periods and reviews take place.
- To administer and co-ordinate staff absence, passing messages to the Headteacher, Nominated Absence Leader and Central HR Team to ensure absences are managed and recorded accurately, produce absence reports for the Headteacher/Executive Headteacher.
- To administer and co-ordinate short term sickness absence ensuring return to work interviews are completed by the Nominated Absence Leader.
- To work with the Nominated Absence Lead to support and encourage staff to return to work and be the note taker at formal absence meetings.
- To administer Leave of Absence requests in accordance with current policy.
- To carry out risk assessments with new and expectant mothers and those with accessibility concerns and illnesses.
- Ensure staff are made aware of updated policies and procedures.
- Support the Headteacher and SLT with any management investigations and complete relevant paperwork while liaising with the Central HR Team.

Finance Admin and Support

- Managing Academy budgets, 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.
- Liaising with budget holders to support with managing department budgets
- Support the Headteacher with staffing budgets.
- Completion of staffing authorisation forms with detailed rationale including costings.

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- Monitoring of staff training budget.
- Train and support budget holders in the use of Access in line with procurement procedures.

Premises Admin and Support

- Undertake if required, the administration of school site lettings (in accordance with the Lettings Policy), utilising booking system software as appropriate.
- 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.
- Liaise with the Headteacher and SHARE MAT Premises Manager with relation to lifecycle works, building works and classroom changes and detailed completion of request from reserves forms.

Health and Safety Admin and Support

- Ensure a safe environment in the Academy for all stakeholders and students while reporting any issues to the Caretaker and/or SHARE MAT Premises Manager
- Oversee fire/bomb/lockdown drills and appropriate procedures are in place and shared with all parties.
- To ensure accurate records of practices and drills are maintained.
- Ensuring correct risk assessments are in place for when the Academy is used for community use.
- Ensure compliance for minibus use.

Governance Admin and Support

- Recruitment of Academy Governors.
- Adhering to safer recruitment guidelines for all new governors ensuring DBS and references are completed.
- Accurately update and maintain the single central record with governor information
- To attend Academy Governors meetings.

Cover Leadership

- To oversee day to day cover and liaise with supply agencies as appropriate, managing the cover budgets, ensuring value for money whilst delivering the best service possible.
- Ensure Agency vetting is complete and in line with SHARE MAT policies and procedures.
- Accurately update and maintain the single central record with supply staff information.
- Provide the induction of supply staff, where appropriate.
- To manage and lead the Academy Cover Supervisors, as directed.

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Staff wellbeing

- To support the development of the SHARE MAT culture in which all staff are valued and achieving their personal best.
- Support the mental health and wellbeing of staff using strategies learnt via training and resources available.
- Support staff during disciplinarys and management investigations.
- Make adjustments, where needed to support a staff members return to work
- Liaise with the Headteacher and central HR team in relation to occupational health referrals.
- Be the 'go to person', speak with staff and ensure all staff know as an Academy we support them.

General

- To communicate strategies and expectations effectively to all staff.
- To evaluate own performance and undertake professional development to help achieve the highest possible standards in the role.
- To confidently, sensitively and appropriately communicate with parents/carers.
- Any other duties commensurate within the requirements for this role or as directed by the Central Administration team/Headteacher/Executive Headteacher, displaying flexibility to support colleagues across the MAT team.

Ethics and Professional Conduct

All staff are expected to uphold consistently high standards of ethical and professional behaviour. In your role, you must demonstrate integrity, accountability, and leadership in line with the Seven Principles of Public Life:

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

As a representative of the trust, the post-holder must:

- Build respectful, professional relationships and maintain appropriate boundaries.
- Show tolerance and respect for others, embracing cultural diversity.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect.
- Ensure personal beliefs do not influence or compromise professional responsibilities.

In your role in the Trust, you are expected to:

- Act in the best interests of the trust and its community.
- Model ethical behaviour and professionalism.
- Accept accountability and operate within relevant statutory frameworks.
- Commit to ongoing professional development and contribute positively to the wider education system.
- Be attentive to potential discrepancies or concerns, and act with professional curiosity and healthy professional scepticism.

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- Be aware of and follow the trust's whistleblowing and reporting procedures, ensuring that safeguarding, integrity, and transparency are upheld at all times.

Other Requirements

- Commitment to the Trust's values and objectives.
- Willingness to work flexibly and travel between Trust sites as required.
- Ability to work independently while contributing to a collaborative team environment.

Closing date is midday on Monday 23rd February 2026

Interviews will take place on Friday 27th February 2026

For more information, get in touch with:

Candidates are welcome to contact the academy to discuss the role further. Please contact Sarah Brierley, PA to the Headteacher sarah.brierley@sharemat.co.uk 01275 851152



SKILLS AND EXPERIENCE

Overall purpose and description of the role

The role is to deliver a comprehensive, professional and customer focused service for the academy. Ensuring the school is compliant with statutory and regulatory requirements (finance, HR, governance professional support, premises, health & safety, data protection).

The overall purpose of the role is to lead and manage the school administration team and oversee the management information systems.

The admin manager will provide support on a wide range of HR matters, including employee relations, recruitment, and policy compliance. Working closely with school leaders and central teams.

As the admin manager you will be required to meet the general requirements of this post. In addition, you will be required to fulfil any reasonable expectations from the Headteacher. The post will require you to work in partnership with the Headteacher, Senior Leadership Team and staff to ensure the continuous improvement of the Academy. You will be responsible for specific tasks and the development of whole Academy initiatives, which will be determined in consultation with the Headteacher

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.



SKILLS AND EXPERIENCE

Dimensions:

- Up to 200 staff
- Number of sites – up to 2 secondary academies or up to 4 primary academies

Work/Business contacts:

Internal: Governors, headteachers, heads of service, central team members, and academy teachers and support staff.

External: Department for Education, Local Authorities

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

ESSENTIAL OR DESIERABLE

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none">• Able to build warm, positive but professional working relationships with a wide range of colleagues with a broad range of emotional and professional needs	Essential
<ul style="list-style-type: none">• Experience of working in an academy trust, school or other educational setting	Desirable
<ul style="list-style-type: none">• Familiar with school-specific HR guidance, such as pre-employment checks and DBS	Essential
<ul style="list-style-type: none">• Excellent verbal and written communication skills	Essential
<ul style="list-style-type: none">• Able to work well in multi-disciplinary teams	Essential
<ul style="list-style-type: none">• Well-organised, able to implement and check effective, confidential HR record keeping	Essential
<ul style="list-style-type: none">• Able to multi-task and manage time effectively	Essential
<ul style="list-style-type: none">• Can demonstrate a high degree of cultural awareness	Essential
<ul style="list-style-type: none">• Evidence of recent and relevant professional development	Essential

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SKILLS AND EXPERIENCE

Other (Physical, mobility, local conditions)

- | | |
|--|-----------|
| • Has the ability to travel around the trust area, if required | Essential |
| • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
| • Has a full current UK Driving Licence | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes. | Essential |

Expertise in Role - After initial development - Level 2

- Experience of working in schools and promoting positive relationships with the wider school community
- Development of effective working relationships with staff and stakeholders
- Experience of managing a range of change projects across an organisation
- Evidence of making decisions based on needs for change with strong communication skills.

Expertise in Role - Advanced - Level 3

- Track record of successful strategy implementation in a large organisation
- Strong knowledge of working practices and processes across the trust for all financial areas.

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview). Where criteria are to be identified through the Selection Process, this may involve written exercises, group discussions, presentations, interview etc.

This job description is not exhaustive and may be subject to review and amendment in line with the needs of the Trust.

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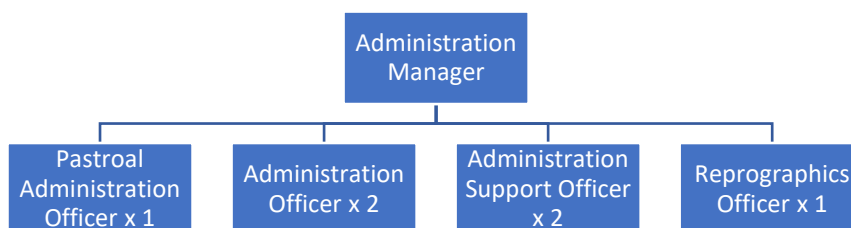
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SKILLS AND EXPERIENCE

Structure/Department Information:



HOW TO APPLY

Please note that CVs will not be accepted. To apply, please complete an application form. Please describe how your skills and experience match the required skills and experience, and the contribution you could make to our trust in your personal statement.

Application link:

[Administration Manager, West Yorkshire - Tes Jobs](#)

Closing date:

Midday on Monday 23rd February 2026

Interview date:

Friday 27th February 2026

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.



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

Visit

whitcliffemount.co.uk

Email

whitcliffe.office@sharemat.co.uk

Call

01274 851152

Address

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