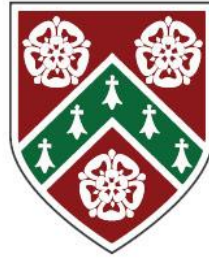


The people behind
the magic.



HONLEY
HIGH SCHOOL



JOIN OUR TEAM

Administration Officer (Maternity Cover)

Salary: Band C (NJC 4-6) **Actual Salary:** £14,799 - £15,272 per annum.

Contract: Maternity, term time only.

Hours: 25 hours per week. Monday to Friday 9.00am – 2.00pm.

Closing Date: Monday 12th October 2026 at 9am.

Start Date: Monday 9th November 2026.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust



Where we strive for the highest

Honley High School sits on the edge of Honley village in the Holme Valley, serving around 1,280 students from age 11 to 16 across the local area and beyond. Founded as a grammar school in 1932, we've held onto something real from those roots: the pursuit of genuine academic excellence. Teaching well, expecting a lot, and backing that up with proper support. Our most recent Ofsted inspection recognised that our students achieve good outcomes because we have high expectations and we plan interesting, engaging tasks that keep them learning. That approach hasn't changed.

But these years matter beyond exam results. The world moves faster than we can predict, and if our young people are going to thrive, they need more than qualifications. They need to develop resilience, adaptability, creativity and a questioning mind. They need character alongside achievement. These things are harder to measure, but they're just as important, and we see it as our responsibility to develop both.

We're known for genuine strengths in sport, technology, drama and the creative arts. Our extracurricular offer runs deep and wide because we believe learning happens everywhere, not just in classrooms.

Honley is a good place to work and learn. Our culture runs on a simple set of values: Collaboration, Respect, Endeavour, Aspiration, Tolerance, Equality. We take these seriously. Every interaction with students and staff builds a place where everyone can genuinely strive for the highest and achieve things that matter.

We're looking for someone who gets this. Someone who will invest in our school and make a real difference in young people's lives.

Liz Lord, Head of School



"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."

- PARENT COMMENT

EXPLORE MORE



www.honleyhigh.co.uk



[HonleyHighSchool](https://www.facebook.com/HonleyHighSchool)



[@HonleyHighUK](https://twitter.com/HonleyHighUK)



When schools collaborate, incredible things happen.

Together Learning Trust is a group of schools that genuinely like working together.

That might sound like a small thing. It isn't. Nobody in our schools is working in isolation, trying to solve problems that someone two miles away has already solved. Expertise shared across nine schools belongs to all of them.

Primary schools, secondary schools, sixth forms and a special school that's around 5,800 young people across Calderdale and Kirklees. Rooted in West Yorkshire. Built around a belief that when schools work like this, something remarkable happens for children.

That belief comes from a clear set of values: integrity, excellence, and joy. Not about how children should live, but about how our Trust leads, how decisions get made, how people hold themselves to account and what it means to do this work well.

Each of our schools has its own identity, shaped by its community and its children. Being part of our Trust does not change that. It adds to it.

DAVID LORD, CHIEF EXECUTIVE OFFICER

Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."



- DAMIAN BALL
Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Administration Officer (Maternity Cover)

Are you highly organised, proactive and committed to delivering excellent administrative support? Do you take pride in producing accurate, high-quality work and enjoy working in a fast-paced environment? Are you a team player who can build positive working relationships whilst also managing your own workload effectively? If so, we'd love to hear from you.

We are seeking a motivated and professional **Administration Officer** to join our friendly and dedicated support team on a maternity cover basis. This is an excellent opportunity for an experienced administrator to play a key role in supporting the smooth running of our busy school.

What we're looking for:

We are looking for someone who has:

- Excellent administrative and organisational skills.
- Strong Microsoft Office skills and confidence using a range of systems and databases.
- The ability to produce accurate, high-quality documents with exceptional attention to detail.
- Experience of managing competing priorities and working to deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with staff, students, parents and external stakeholders.
- Experience of working within a school environment is desirable but not essential.

What the role involves in a nutshell:

- To undertake general administrative work supporting all school operations by drafting letters, internal and external communications, photocopying, laminating, filing and record and data entry keeping in line with current GDPR requirements.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Working as part of a creative and supportive team who want the best for all of our students.
- Free Parking.
- Cycle to Work Scheme.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

ROLE PROFILE | Administration Officer

Accountable to:	Administration Manager and Leadership Coordinator
Job Family:	Admin/Core Support
Salary:	Band C (point 4 – 6)
Hours:	25 hours per week, Monday to Friday - Term Time Only.

CORE PURPOSE

To work collaboratively with the administration team to deliver full administrative services to the whole school in an efficient, compliant and professional manner.

The postholder is committed to delivering high-quality performance each day to ensure students and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

- ✓ Provide accurate and professional administrative support for the whole school to include (not an exhaustive list), drafting and issuing letters to parents, issuing offer and enrolment letters to students, photocopying, scanning, laminating, filing and coordinating student paperwork and processing data in line with GDPR legislation.
- ✓ Assist with all administration tasks relating to transition and in-year admissions, including data input, coordinating the transfer of data (in and out) to / from other schools.
- ✓ Carry out data maintenance of student records in various formats (including databases and spreadsheets), for example, updating contacts, adding notes or queries, receiving and recording EHCP and other relevant data that would support the annual census.
- ✓ Coordinate and support the SEND assessment process for example by updating student profiles, collating information for annual SEND reviews, coordinate referrals and meetings and uploading reports to local authorities.
- ✓ Work collaboratively to support the organisation of school events as directed, for example parents' evenings, open evenings etc.
- ✓ Assist with various communications to parents and carers and the wider community along with preparing and maintaining displays as directed.
- ✓ Support the team in end of year tasks such as reviewing and updating documentation and systems as required.

EXPECTED BEHAVIOURS

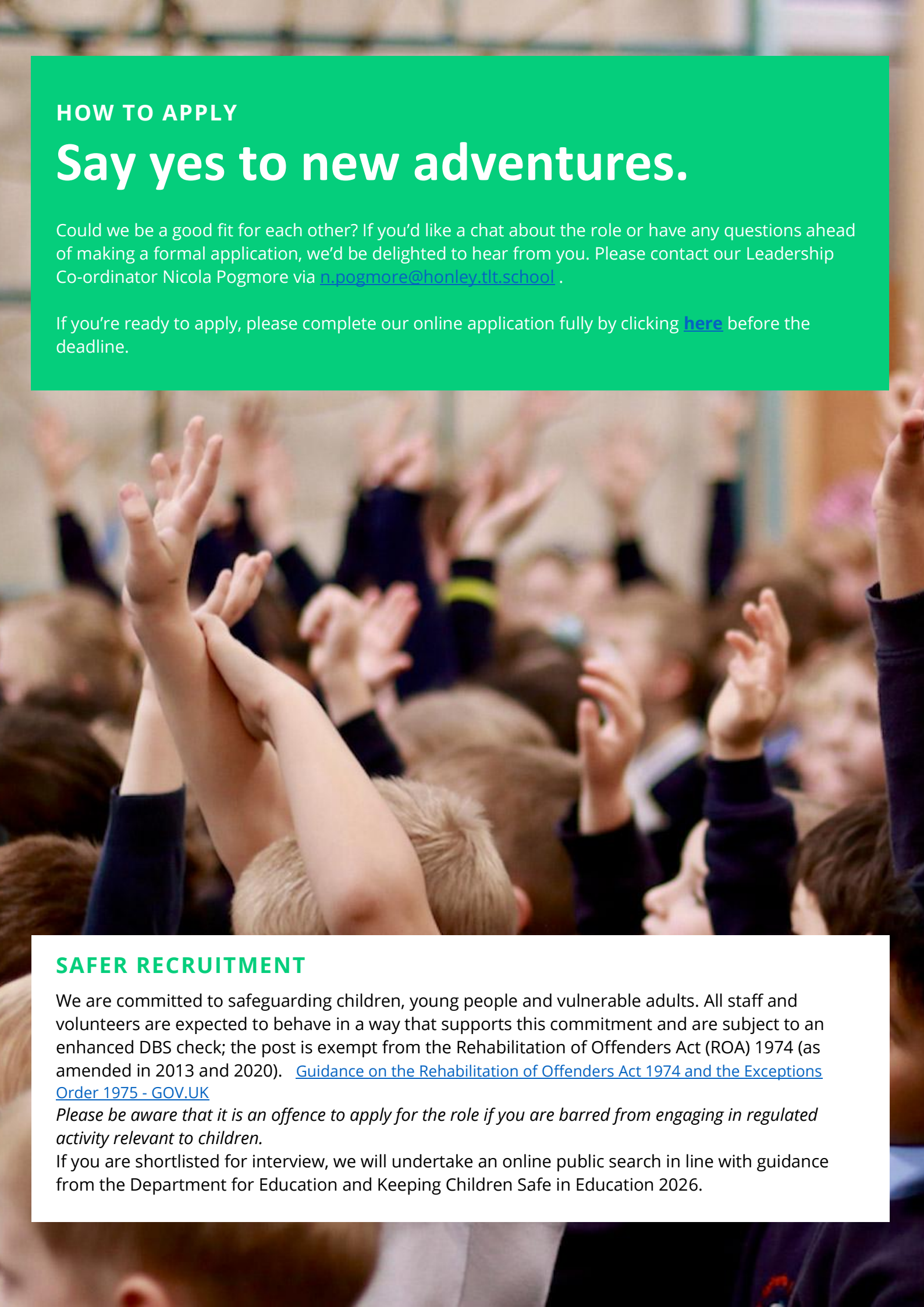
All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies

outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications	Essential	Desired
GCSE grade C/level 4 or equivalent in Maths and English	✓	
Experience using IT software such as Microsoft Excel, Word, Outlook and SharePoint	✓	
Previous experience working in an Administration role, e.g. administration officer.	✓	
Experience working in a school office environment		✓
Technical Skills		
Excellent prioritisation and organisational skills	✓	
Works well in a team and demonstrates strong collaboration skills	✓	
Able to multi-task and work to competing deadlines	✓	
Able to work independently to achieve deadlines	✓	
Able to anticipate, identify and solve problems effectively	✓	
Professional standards of written and verbal communication skills, able to adapt communication style depending on the audience, e.g. parents, students and professional services	✓	



A background image showing a large group of children in a school assembly, many with their hands raised in the air, suggesting an interactive or celebratory event.

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Leadership Co-ordinator Nicola Pogmore via n.pogmore@honley.tlt.school.

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check; the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (as amended in 2013 and 2020). [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2026.