

The people behind the magic.



JOIN OUR TEAM



Administration Officer

Salary: Band C (NJC point 4 – 6) **Actual:** £22,152 - £22,860 per annum.

Contract: Permanent, term-time only plus 2 days.

Hours: 37 hours per week, Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.30pm.

Closing Date: Wednesday 23rd September 2026 at 9am.

Start Date: Monday 12th October / as soon as your notice allows.

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

THE SCHOOL

A SCHOOL TRANSFORMED



Ofsted called us "a school transformed" and honestly, that sums it up better than we could. Brooksbanks has been part of Elland for generations. We're the second largest comprehensive in Calderdale, with around 1,500 students and our own sixth form. We're proud of where we've got to, but we're more excited about where we're going.

In 2022 we joined Together Learning Trust, and that's opened up new opportunities, for our students and for our staff. We're a school on the move, and we want people around us who want to be part of that.

The community spirit here is hard to miss. Students, families and staff genuinely care about this place, and that shows up every day, in classrooms, on the sports field, in performances and in the relationships that make a school feel like more than just a building.

Whether you're a teacher or support staff, if you're looking for somewhere with real community spirit, a team that has your back, and a school with genuine momentum, we'd love to hear from you.
#spiritofbbs



This is a school transformed. Pupils feel safe and are proud to be part of this vibrant school. They are welcoming to all, positive and speak confidently about their learning. Older pupils say how much their school experience has improved.

- OFSTED REPORT 2025

EXPLORE MORE



www.thebrooksbankschool.co.uk



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



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



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

Are you super organised, enthusiastic and dedicated when it comes to producing high quality documents and completing administrative tasks to a superior standard?

Do you recognise yourself as being extremely accurate and paying close attention to detail? Are you a strong team player who can happily work on your own with limited supervision? If this sounds like you, we'd love to hear from you.

What we're looking for

Someone with:

- Experience in secondary schools is desirable but not essential.
- Strong Microsoft package skills.
- Ability to produce high-quality documents with a natural sense of attention to detail.
- Ability to organise, prioritise and reprioritise.

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.
- Working with the Administration Manager & Leadership Coordinator, set up and maintain student records (primarily) on the MI system, including admission, EHCP and other relevant data from previous schools.
- Liaising with, and providing administrative support for Pastoral, SEND, Sixth Form, Finance, Exams, Curriculum teams and Comms.
- Ensuring MI system is correct before census collections.

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 students.
- Free Parking.
- Cycle to Work scheme.
- Additional holidays linked to service.
- 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:	37 hours per week, Monday to Friday - Term Time Only plus 3 days

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.

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 its purpose and key duties and outcomes.

- ✓ 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 (Year 7 & Year 12) 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, results days and sixth form taster days.
- ✓ 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

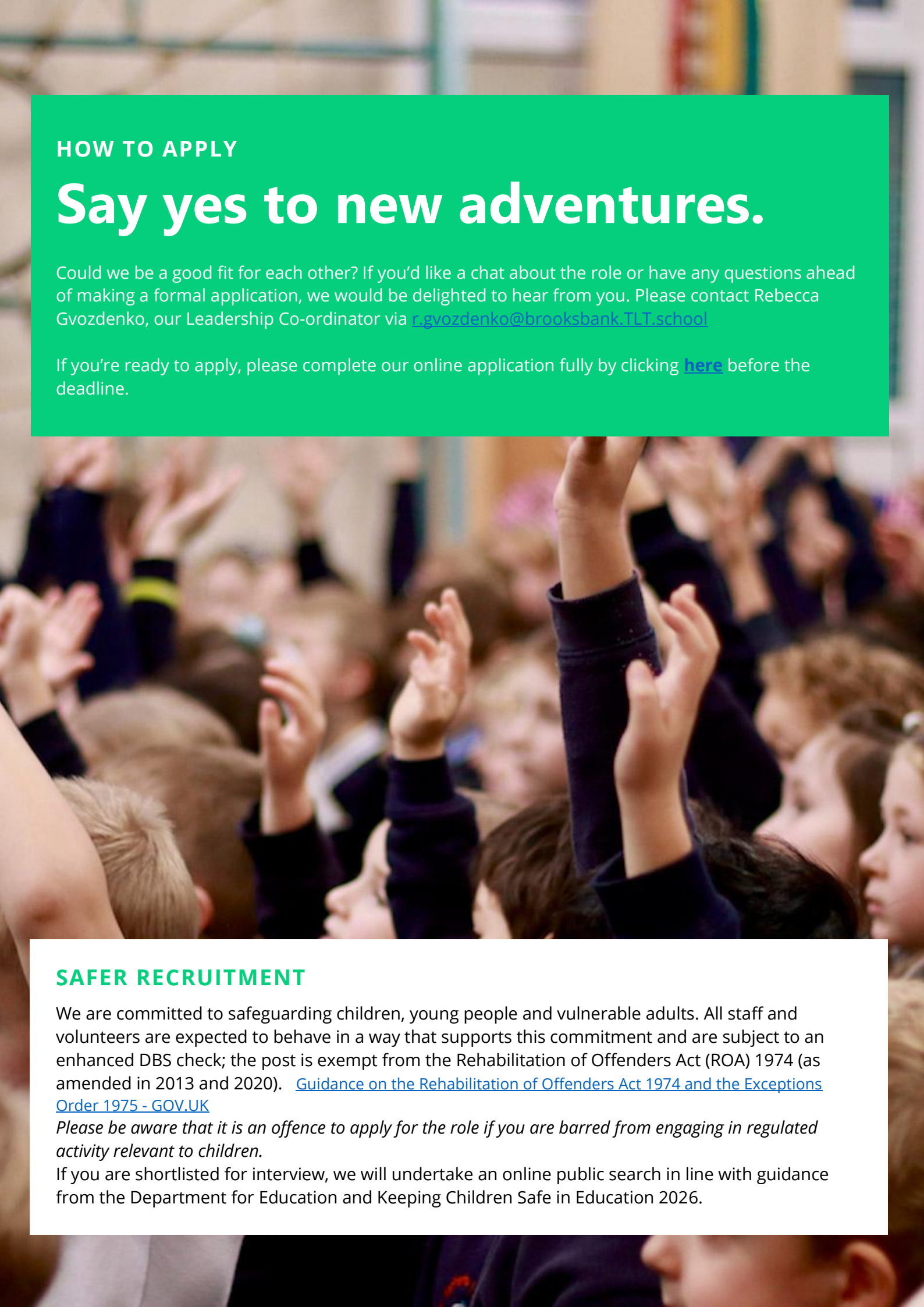
All employees are expected to conduct themselves in line with the below essential behavioural competencies:

- Approaches work with enthusiasm and a can-do attitude.
- Adapts tone, language, and conduct to suit the situation, audience, and role.
- Maintains focus on achieving excellent results while balancing quality and efficiency.

- Take ownership of responsibilities and follows through to completion.
- Responds constructively to new policies, procedures, and challenges.
- Maintains flexibility in approach to work to meet shifting priorities and demands.
- Collaborates constructively, offering practical solutions and positive contributions.
- Good level of individual planning and organisation, including good attendance and punctuality.
- Engages with and seeks out opportunities for personal and professional development, using reflective practices, and feedback to keep getting better, deepen understanding and improve outcomes.
- Maintains confidentiality and acts with transparency and honesty.
- Treats everyone with fairness, dignity, and respect.
- Actively promotes and supports inclusivity, valuing diverse perspectives and backgrounds.
- Demonstrates kindness and empathy in all interactions.
- Models' ethical behaviour and encourages others to do the same by leading by example.
- Complies with all policies, procedures and professional standards.

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 classroom, many with their hands raised, suggesting an active learning environment. The image is slightly blurred, focusing on the overall scene rather than individual children.

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 would be delighted to hear from you. Please contact Rebecca Gvozdenko, our Leadership Co-ordinator via r.gvozdenko@brooksbank.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.