

The people behind
the magic.



JOIN OUR TEAM

Administration Officer

Salary: Band C (NJC point 4 – 6) **Actual:** £21,541 - £22,229.

Contract: Permanent, term-time only plus 3 days.

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

Closing Date: Wednesday 21st January 2026 at 9am.

Interview: to be confirmed.

Start Date: As soon as your notice period 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

CHARACTER BUILDING SINCE 1712



Welcome to The Brooksbank School, where we have a rich and long history of serving the community of Elland. We are proud to be the second largest comprehensive high school in Calderdale, with 1700 students who are at the heart of everything we do. Our school has maintained its own sixth form centre, providing our students with continuity and the opportunity to achieve their full potential.

At Brooksbank, we are fully committed to academic excellence and strive to provide the best possible education for our students. Our school consistently ranks highly among the top non-selective schools in Calderdale. However, we also believe that true accomplishment goes beyond academic success. That's why we encourage our students to pursue their passions in the arts, sports, media, and community work, which will shape them into future leaders.

We are excited to share that 2022 marks a new chapter in our school's journey as we joined the Together Learning Trust. This move provides us with the opportunity to further improve our school and continue our mission of providing an excellent education for every student, every day. As part of a committed and supportive staff team, you'll find opportunities here to shine and represent the #spiritofbbs.

We invite you to become a part of our school community, where you will be welcomed with open arms. At The Brooksbank School, you'll find a warm and nurturing environment that encourages personal growth and fosters a sense of belonging. Join us on this exciting journey and be a part of something truly special.



There are increasing numbers of 'success stories' for pupils who now engage successfully with their learning as a result of the support they receive

- OFSTED REPORT 2022

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When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

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.
- Ability to flexibly 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 and Curriculum teams.
- 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 Pensions Fund.
- Ongoing personal and professional development check-ins and training opportunities.
- Working as part of a creative and supportive team who want the best for all of our students.
- Free Parking.
- Cycle to Work scheme & Lifestyle benefits and discounts.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing package including face to face counselling and other essential services.

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	✓	

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 Personal Assistant to the Leadership Team 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. 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 2025.