

Pathfinder

Multi Academy Trust

*Providing an excellent education from age 2 to 19*

# Administrative Assistant

## Pathfinder Multi Academy Trust - York

**Preferred start date: 1 September 2025**

**Closing date: Monday 7 July at 8.00am**

**Interview date: Thursday 10 July**

We have an exciting opportunity for an experienced Administrative Assistant to join the Central Operations Team of our thriving Multi Academy Trust.

Formed in August 2016, Pathfinder is a well-established Multi Academy Trust comprising two secondary schools and 16 primary schools across York and North Yorkshire. Collectively, our schools serve more than 6,600 children and young people and we have over 900 members of staff.

The Trust is currently undergoing a period of growth with four new schools having joined during this academic year alone. We are also looking forward to Applefields School joining Pathfinder in September 2025 and are in talks with several primary schools who are interested in becoming part of the Trust.

We pride ourselves on delivering a comprehensive support service to our schools, and as such, we are now seeking a committed and experienced colleague to support our forward-thinking and highly productive Operations Team.

This will be a varied role working on a range of areas to support the everyday operational work of the Trust, as directed by the CEO, Senior Trust Leaders and colleagues within the Operations Team.

We are looking for someone with excellent organisational and interpersonal skills who enjoys working as part of a small, friendly and supportive team with the ability to manage a varied and wide-ranging workload.

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be conducted on all shortlisted candidates. These checks are carried out in accordance with Keeping Children Safe in Education (KCSIE) guidance to determine suitability to work with children and young people and keep them safe.

### GRADE/SALARY

Grade 4, Level 1-4: £25,114 - £26,319

Actual salary: £22,554 - £23,636

### CONTRACT

Full Time, permanent (Possibility of working part time may be considered for the right candidate)

Term time only plus two weeks during school holidays

### REPORTS TO

Director of Operations and School Improvement

### LOCATION

This role is based within Pathfinder's central office at Archbishop Holgate's School, York. Occasional visits to other Pathfinder schools may also be necessary as part of the role. Pathfinder currently has schools within York, Malton, Welburn, Selby and Leeds.

### HOW TO APPLY

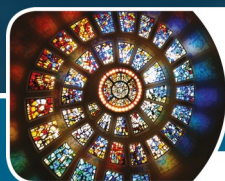
To apply for this role, please submit a completed application form via post or email to:

Mr A Daly, Chief Executive Officer  
Pathfinder Multi Academy Trust  
Archbishop Holgate's School  
Hull Road, York, YO10 5ZA

Email: [recruitment@pmat.academy](mailto:recruitment@pmat.academy)

### ADDITIONAL INFORMATION

For an informal discussion about this role, please contact 01904 806000 or email [info@pmat.academy](mailto:info@pmat.academy)



Pathfinder

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# About our Trust

## Providing an excellent education from age 2 to 19



***Setting the course***



***Leading the way***



***Serving and inspiring***

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,200 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

## Pathfinder schools



**ACOMB PRIMARY SCHOOL**



**Archbishop Holgate's School**

A Church of England Academy Founded 1546



**Badger Hill**  
PRIMARY SCHOOL



**Barlow CE Primary School**

Part of the White Rose Federation - One family, branching out together



**Burton Salmon CP School**

Part of the White Rose Federation - One family, branching out together



**Chapel Haddlesey CE School**

Part of the White Rose Federation - One family, branching out together



**Clifton with  
Rawcliffe**



**Hempland**  
Primary School



**Heworth**  
Church of England Primary School



**Huntington**  
PRIMARY ACADEMY



**Malton School**  
A Specialist Science School



**New Earswick**  
Primary School



**Poppleton Road**  
Primary School



**Rufforth**  
Primary School  
Inspire • Care • Grow



**St Barnabas**  
CHURCH OF ENGLAND PRIMARY SCHOOL



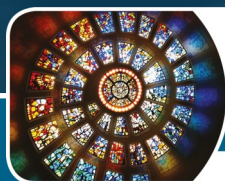
**St Lawrence's**  
CHURCH OF ENGLAND PRIMARY SCHOOL



**Tang Hall**  
Primary School



**Welburn**  
COMMUNITY PRIMARY SCHOOL



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# Job Description

## Main purpose of job

To work within a small operations team facilitating the everyday operational work of the Trust. This role will have key responsibility areas with an expectation that the successful candidate will be able to work on a range of areas as directed by the team. A large proportion of this role will involve written communication, diary planning and organisation with a variety of stakeholders.

## Core responsibilities, tasks and duties

### Communication

- Model excellent professional relationships with stakeholders in person, on the telephone and in written communication
- Provide an excellent administrative service to all sections of the school community
- Manage a range of projects, diaries and meetings
- Provide minutes, where required, to a high standard and with complete confidentiality

### Wellbeing

- Support the central team by collating information and reproducing this using the Trust's communication strategies
- Leading on the communication of the Trust's wellbeing information

### Administration

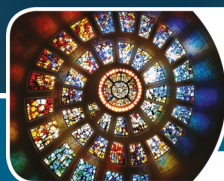
- Provide general administrative service to the CEO, Senior Trust Leaders, operations Team which includes preparing of correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required
- Minute meetings
- Provide support with updating the Trust and individual school websites
- General support in other areas as required

## Supervision/management of people

- No line management of staff required in this role

## Creativity and innovation

- Required to use own initiative to manage own workload and diary commitments
- Ability to problem solve
- Respond to routine correspondence
- Apply knowledge of IT systems and IT skills to work effectively and in line with the Trust's requirements
- Adhere to documented school procedures and interpret policies and guidelines
- Ability to support queries from schools and signpost support



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# Job Description

## Contacts and relationships

- To work within a small operations team sitting under the leadership of the Trust's CEO and Senior Leadership Team

## Decisions, discretion and consequences

- Working within established Trust policies and procedures, using initiative and judgement
- Make decisions from an established range of alternatives, e.g. ordering supplies, inputting/updating information on the system
- Use discretion when responding to enquiries so as not to commit any breaches of confidentiality
- Judgements involving straightforward, job-related facts or situations
- Can suggest modifications / variations to practices
- The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to the Trust

## Resources

- Office environment with potential school-based visits

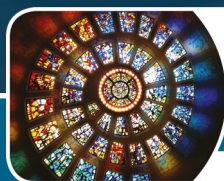
## Work environment

- Small friendly team
- Required to work to deadlines
- Office environment

## Knowledge and skills

- Computer literacy, numerate, typing/secretarial skills
- A good understanding of a number of routine administrative processes
- Ability to communicate at all levels
- Understanding of safeguarding in education
- A pro-active record of CPD
- Knowledge of a range of computer software packages
- Experience in customer service skills
- Ability to give clear, accurate advice
- Ability to provide accurate information and attention to detail
- Understanding of safeguarding issues and ability to follow all school procedures relating to this.





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# Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

## Teaching Staff

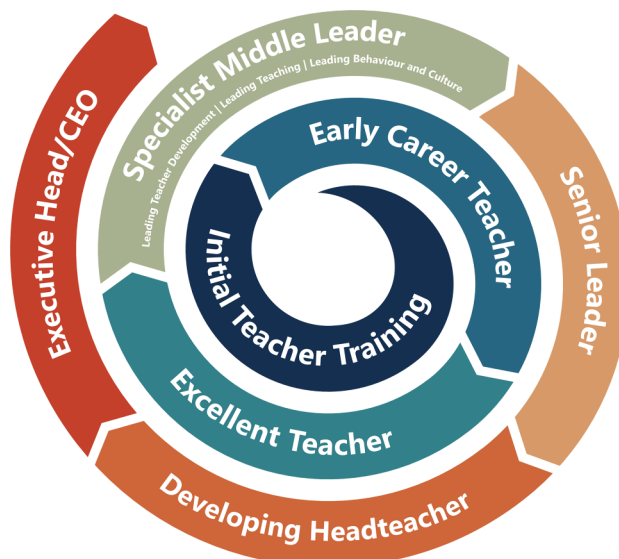
For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher/CEO. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD training.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.

## Support Staff

The support staff in our schools benefit from our Learning, Training and Development programme which aims to ensure that all staff are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling all aspects of their role to the highest level.
- act as a source of support, advice and guidance to their colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



## Teacher Training and Professional Development



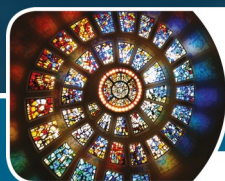
Pathfinder  
Teaching School Hub

Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Pathfinder  
Education Partnership

Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



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# Benefits of Working at Pathfinder

**Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.**

## Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

### Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

### Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

## Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



## CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



## TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



## Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

## Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



## Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

## Free Will Writing Service

Estate planning and will writing specialists



Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.