Administrator, Full Time x 52 weeks, UTC Sheffield City Centre

Job Ref: 249/2026

NOR: 600 (300 at post-16)
Age range: 13 -19 years
Start: May 2026
Full-time salary: £28,012 - £29,450. 37 hours per week.
Salary dependant on skills and experience.

Sheffield UTC Academy Trust are currently recruiting for our UTC in the City Centre that offers exciting opportunities for students in Engineering & Manufacturing and Creative & Digital Media.

We aim to deliver an outstanding educational experience grounded in real, relevant workplace practice. Partnerships with world-class companies, schools, colleges and universities give our students a unique start to their future careers. We provide training today for the jobs of tomorrow.

We are looking for a permanent full time Administrator to be based at the UTC Sheffield City Centre site.

As an Administrator within the UTC, you will have a varied role providing an efficient and effective service characterised by clear, accurate work. You will need to have the ability to meet deadlines, successfully complete tasks, maintain confidentiality and be able to work on your own initiative. Previous experience of working in a school environment and knowledge of SIMS would be a real advantage. If successful you will be an integral part of our support services team.

You must be a highly skilled practitioner who understands the challenges of support services in a fast paced, student focused environment where conflicting demands are the norm. Effective communication and team working is absolutely critical to the UTC's success.

We are looking for engaging and inspirational individuals. Resilient, driven and focused who will help establish another pioneering institution at the heart of the Sheffield City Region and its communities.

The UTC Sheffield Academy Trust is sponsored by Sheffield Hallam University, The Sheffield College and Sheffield Chamber of Commerce and Industry.

Benefits: Westfield Health, Local Authority Pension Scheme, Employee Assistance Programme and 25 days annual leave plus additional leave at Christmas for academy closure.

Closing date: Wednesday 15 April 2026 **Interview Date**: Week Commencing 20 April 2026

We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check and will be subject to safer recruiting procedures.

For more information, including how to apply visit www.utcsheffield.org.uk/vacancies

We welcome visits and enquiries prior to application. For an informal discussion, or to book a visit contact Julie Wain PA to the Principal on 0114 3084500