



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

iPad Scheme Administrator

Malton school

Required: 1st September, 2026

Closing date: 9am on Wednesday 8th July, 2026

Interview date: Tuesday 14th July, 2026



Malton School

A Specialist Science School

We pride ourselves on the IT Administrative Service offered at Malton School, it's a strong and supportive team, where no two days are the same.

To compliment our IT team, we are looking for a highly organised, experienced administrator to assist with the day to day administration and running of all aspects of the school's iPad for Learning Scheme. To work closely with the IT Manager to help further development of that provision and the schools ICT.

The successful candidate will be proficient in Microsoft Office, excellent at time and task management, a clear and confident communicator with a great sense of humour.

We are looking for:

- Previous admin experience
- Strong organisational skills
- Interest in, and ideally some experience of, working with technology.
- An excellent team player
- Evidence of a degree of digital literacy, ideally including use of Apple devices and software.
- Strong communication skills
- Strong computer and literary skills.

For the successful candidate we offer:

- A welcoming school where staff / student relationships are excellent
- A vibrant, supportive community which engenders a real sense of belonging
- The opportunity to join a friendly and supportive team.
- A varied and interesting role
- A coaching culture which is a key focus for bespoke staff development.

Job Title

iPad Scheme Administrator

Reports to

IT Manager

Grade

NJC Payscale Grade E (£25,989 - £27,254 FTE;

Pro rata £19,317 to £20,319

Permanent. Part Time, Term Time Only + 1 week (30 hours per week, open to some negotiation)

Additional Information

Completed application forms should be emailed to:

Rachael Hodgson—Head's Secretary

Malton School

Middlecave Road

Malton

North Yorkshire

YO17 7NH

Email: rxh@malton.pmat.academy

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 carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.



Pathfinder

Multi Academy Trust

About Malton School



Malton School

A Specialist Science School

A small, friendly school providing a happy environment for personal development

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 1058 students on roll, including 299 in the Sixth Form; there are 62 teaching staff and 72 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed.

The school operates an iPad for Learning Scheme. Every member of staff has an iPad as well as a laptop and all students have an iPad.

The school has recently joined the [Pathfinder Multi Academy Trust](#) and [Teaching School Hub](#) and we are also a member of the [Red Kite Teaching School Alliance](#). We share staff development programmes and opportunities within the MAT and the alliance, including leadership development and support for early career teachers.

Benefits of working at Malton School

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- PPA above the national expectation in response to staff delivery of a Personal Development Activity (PDA – see below).
- A strong bespoke staff development programme for all staff.
- Access to Employee Assistance Program
- Apple Distinguished School – your practice will be enhanced by having an iPad to utilise in the classroom.
- Membership of the Red Kite Teaching School Alliance.



Malton School was judged Good with Outstanding Sixth Form Provision in December 2023





The Pastoral Admin Team

The Pastoral Administrators post holder will work to support the Director of Key Stage 3 and its pastoral team. There are other dedicated administrators, each responsible for their own Key Stage. This is a varied and interesting role and the successful candidate will be responsible for pastoral administration, requiring a high level of accuracy and confidentiality.

Malton School provides a caring environment whilst inspiring students to fulfil their potential. We have a dedicated Pastoral Team that works with staff and students throughout the school. The Team is led by the Director of Key Stages 3, 4 & 5 and consists of 7 Heads of Year across the three Key Stages, all overseen by the Assistant Headteacher of Pastoral Care & Safeguarding. It is supported by a team of Form Tutors, a Head of Guidance and a dedicated Pastoral Admin Team.

The Pastoral Team

Malton School provides a caring environment whilst inspiring students to fulfil their potential. We have a dedicated Pastoral Team that works with staff and students throughout the school. The Team is led by the Directors of Key Stages 3, 4 & 5 (Lower/Upper School and Sixth Form) and consists of 7 Heads of Year across the three Key Stages, all overseen by the Assistant Headteacher of Pastoral Care & Safeguarding. It is supported by a team of Form Tutors, a Career and Attendance Lead, Head of Guidance and a dedicated Pastoral Admin Team.

The School Curriculum

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week, with the extra hour on a Thursday set aside for personal development (see below).

Key Stage 3

Students are placed in mixed-ability form groups. In Year 7, teaching is in mixed ability groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, French and Religious Education.

Key Stage 4

English (including Literature) Maths, Double Science, Religious Studies and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). Where students choose triple science, this takes up one of their 4 option blocks.

Key Stage 5

Advanced Level courses are currently taught in Biology, Chemistry, Computer Science, Design Technology, Economics, English Literature, Fine Art, French, Geography, History, Maths, Maths (Further), Music, Photography, Physics, Physical Education, Politics, Psychology, Religious Education, Spanish and Sociology. BTECs are offered in Food Science, Health and Social Care, and Sport and Cambridge Technicals are offered in Information Technology, Business Studies, Digital Media and Performing Arts. Re-sit GCSE courses are

also offered in English and Maths, together with an open access provision for IT skills acquisition.

Personal Development Activity

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. New members of staff would be expected to contribute to this programme.

Academic Structure

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant Faculty Leader. In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

The School Site

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch and an athletics track as well as hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible, subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furnished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astro turf pitch on the school site, providing us with the best P.E. facilities in the area. A dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016. A new 4 classroom Humanities block was opened in September 2021. We have recently opened an improved library and set of music facilities in September 2024.



Pathfinder

Multi Academy Trust

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 6,600 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





Job Description

Main Purpose of Job

To assist with the day to day administration and running of all aspects of the school's iPad for Learning Scheme. To work closely with the IT Manager to help further development of that provision and the schools ICT.

Tasks/Responsibilities of a iPad Administrator

- To provide efficient administrative support to facilitate the effective organisation and management of the iPad for Learning Scheme.
- To assist with the day-to-day rollout, management, and ongoing support of the iPad for Learning Scheme across the school.
- To handle initial, first-line iPad hardware repairs and troubleshooting (training will be provided)
- To assist with the school's core Digital Mobile Device Management platforms (training will be provided).
- To manage day-to-day administration of parental payments in relation to the iPad for Learning Scheme finance. (Training will be provided).
- To utilise Microsoft Excel to manage student/parent data, track iPad inventories, and organise payment information accurately.
- To act as a primary, forward-facing point of contact for the IT helpdesk and payment matters, dedicating time to patiently assist staff, students, and parents, escalating complex issues to the IT Manager.
- To assist the IT Manager in maintaining an up-to-date, accurate asset management register for all ICT
- To ensure high availability for students and staff at key times throughout the school day, providing prompt first-line support and password resets to minimize disruption to learning.
- To manage and track the school's pool of temporary loan iPad devices to ensure minimal disruption to teaching and learning.
- To help create and maintain clear, user-friendly 'How-To' guides for staff and students, and document common first-line fixes.
- To assist in creating, organizing, and maintaining internal IT documentation, network maps, and standard operating procedures for the department.
- To be aware of, and comply with, policies and procedures relating to child protection, safeguarding and safe working practices.
- To be aware of, and comply with, policies and procedures relating equal to opportunities, health and safety, cyber security, confidentiality and data protection.
- To handle the day-to-day administration of user accounts, including setting up new staff/student profiles, resetting passwords and archiving accounts for school leavers.
- To assist with iPad procurement by researching equipment costs, obtaining quotes from vendors, tracking orders, and processing tech-related deliveries.
- To be responsible for tracking / organising the purchase and distribution of iPad accessories.
- To monitor payments and to chase any outstanding balances as required, aiming to make sure that there are no outstanding payments on devices for school leavers.
- To attend relevant briefings and school meetings as required.



Behaviours and Aptitudes

- A proactive growth mindset with a genuine enthusiasm to learn new software platforms and skills
- Able to communicate warmly and effectively with staff, students, parents, and outside organisations.
- Natural ability to develop, manage, and maintain effective administrative and tracking systems.
- Able to prioritise, multitask, and maintain a calm demeanour during busy periods
- Able to engender trust and respect from colleagues and students, maintaining strict confidentiality with financial and personal data.
- Take initiative and work independently.
- Passion for learning and self-development, including taking responsibility for personal CPD needs.
- Work well as part of a team.
- Patient, empathetic and approachable.
- Solution-focused and committed to achieving success.
- Willingness to be flexible and work to meet the best interests of the school.

Skills, Qualifications and Experience

- Relevant administrative skills and prior experience
- Interest in, and ideally some experience of, working with technology.
- Experience in using Microsoft Word and Excel.
- Evidence of a degree of digital literacy, ideally including use of Apple devices and software.
- Evidence of effective time planning and management.
- Prior experience with Mobile Device Management (MDM) desirable but not essential

Safeguarding

- Know about data protection issues in the context of your role.
- Maintain confidentiality as appropriate
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to
- Have an awareness and basic knowledge where appropriate of the most recent legislation

Systems & Information

- Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
- Share information appropriately – in writing, by telephone, electronically and in person
- Maintain and update accurate computerised and manual records as required

Data Protection

- To comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own understanding of equality issues.

Health & Safety

- Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

The above list of duties, responsibilities is neither exclusive nor exhaustive and is subject to amendment to reflect changing circumstances. Any such amendment will be subject to negotiation.



Behaviours and Aptitudes

- Communicate effectively with staff, students, parents and external agencies.
- Maintain administrative systems and databases.
- Be supportive of an effective safeguarding culture within the school.
- Relate well to young people.
- Engender trust and respect from students and colleagues.
- Prioritise and plan to ensure completion of tasks.
- Work to deadlines.
- Take initiative and work independently.
- Take responsibility for personal CPD needs. Participate in training and other learning activities as required.
- Work well as part of a team and provide support for others.
- Ability to resolve queries in person, by telephone and email.
- Evaluate achievements and deliver improvement.
- To demonstrate professional generosity, with the ability to be diplomatic and thoughtful to the feelings of others.
- To remain calm and measured when dealing with difficult situations and incidents.
- To be passionate about achieving the best for each student.
- To show a willingness to work flexibly to meet the best interests of the school.
- To be able to work well under pressure
- To be able to organise and develop effective systems.
- To relate well to young people.
- To retain a sense of humour and an empathetic approach in working well with other colleagues.
- To maintain confidentiality.
- To be committed to achieving excellence.
- To prioritise and plan effectively to ensure completion of tasks.
- To be able to take initiative and work independently.
- To be self-reflective, with the ability to evaluate own achievements and deliver improvement.

Skills/Qualifications/Experience

- Literacy and Numeracy Qualification – Level 3 or equivalent.
- Clerical or administrative experience.
- Excellent literacy and numeracy skills.
- To display a good level of ICT competence (including Microsoft Office and Bromcom).
- To be able to manage own time effectively, prioritising actions appropriately.
- To demonstrate strong presentational skills, both to large groups of students and to adults
- To have an excellent attendance record.



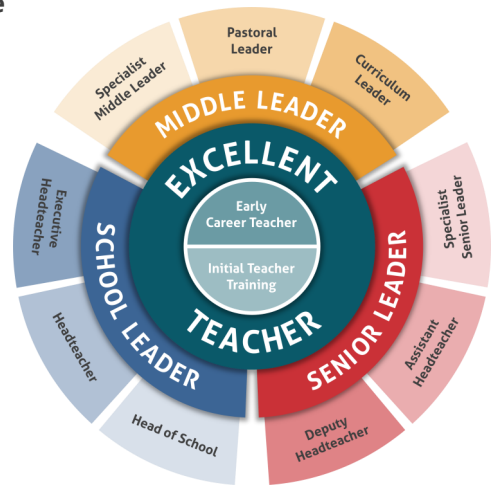
Professional Development

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. 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.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues 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 their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to 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.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



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.



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.



Pathfinder

Multi Academy Trust

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.