

**Part time Administrator 0.6 UTC Sheffield Olympic Legacy Park**

**Job Ref: 228/2025**

**NOR:** 600 (300 at Post-16)

**Age range:** 13-19 years

**Start:** As soon as possible

**Salary:** £16,807 - £17,670, which is 0.6 of FTE salary £28,012 - £29,450

UTC Sheffield Academy Trust provides a new and dynamic education. We opened our City Centre site in September 2013 specialising in Engineering and Creative & Digital Media and then opened our second UTC on the exciting new Olympic Legacy Park in Sheffield in September 2016 offering opportunities for students in Health Science, Computing and Sports Science. UTC Derby Pride Park joined the Trust in December 2019 offering Engineering and Health & Life Sciences. All 3 UTCs in the Trust are judged as 'Good' by Ofsted.

We aim to deliver an outstanding STEM 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. Our cutting-edge facilities and engagement with employers' / university partners provides an exciting environment in which to teach and develop professionally.

We are looking for a permanent Part-Time Administrator to be based at the UTC Sheffield Olympic Legacy Park 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 with additional leave at Christmas for academy closure.

**Closing date:** Sunday 31 August 2025

**Interview Date:** To be confirmed

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](http://www.utcsheffield.org.uk/vacancies)

We welcome visits and enquiries prior to application. For an informal discussion, or to book a visit contact Natalie Booker, PA to the Principal on 0114 3084000.