

# Briefing Pack for Applicants Pastoral Inclusion Administrator



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***

## **Section 1: Post Advertisement**

**Post: Pastoral Inclusion Administrator**

**Location: Handsworth Grange Community Sports College**

**Pay scale: NJC Grade 4, Scale Point 7-12 £26,403 to £28,598 Gross Per Annum Pro Rata**

**Actual Annual Salary: £22,710 to £24,598 (Under 5 years of Service)**

**Contract: Permanent- 37 hours, term time (39 weeks per year)**

**Start date: 1 September 2026**

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a Pastoral Inclusion Administrator on a permanent contract. We are looking for someone who can work as part of a team to ensure the highest delivery of service. The successful candidate will join an exceptional team of support and administration staff. Teamwork and the community are at the heart of what we do.

If you have the passion to be a key part of the administration team, are able to positively contribute to our ethos and have the drive to make a difference for our school, we would like to hear from you. Candidates are encouraged to have an informal discussion by contacting Mrs Cutts, Pastoral Manager, via e-mail [jcutts@handsworth-mlt.co.uk](mailto:jcutts@handsworth-mlt.co.uk)

**The closing date is Friday 3 July 2026 9.00am and interviews will take place week commencing 6 July 2026.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Trust website [All Vacancies - Minerva Learning Trust](#) . **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each school. We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently working on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and teachers.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

**Suzy Mattock**  
**Headteacher**

# Handsworth Grange Community Sports College's Cultural Fit


Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.

**Suzy Mattock**  
**Headteacher**

# Section 4: About Handsworth Grange Community Sports College

## OUR MISSION, VISION, VALUES

 <b>HANDSWORTH GRANGE</b> COMMUNITY SPORTS COLLEGE			
<b>Our Mission:</b> Exceptional education for every student, every day			
<b>Our Vision:</b> Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:			
- have the resilience, independence, determination and tools required to tackle obstacles. - acknowledge and celebrate their successes and the successes of others. - have high expectations of themselves and endeavour to meet these every day. <b>Be "Successful"</b>	- behave in a sensible and considerate manner. - move round school in a calm and safe way, ensuring everyone feels comfortable in school. - show respect to each other and feel valued and protected in school. <b>Be "Safe"</b>	- communicate with one another showing tolerance and understanding to the views of others. - talk and engage with others in a kind and thoughtful way. - celebrate other cultures and traditions. <b>Be "Sociable"</b>	
<b>Our Values:</b> Our values underpin all the work that we do and the decisions that we make:			
<b>Be "Brave"</b>	<b>Be "Kind"</b>	<b>Be "Present"</b>	
<b>We believe in:</b>			
demanding high levels of progress and achievement from all students	care and support to break down the barriers to learning	improving our students' vocabulary comprehension and reading skills	a broad and balanced curriculum that challenges everyone

## ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.

## Section 5: Job Description



# Minerva Learning Trust Job Description



*Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>POST TITLE</b>	Pastoral Inclusion Administrator
<b>GRADE/SALARY</b>	Grade 4
<b>HOURS/WEEKS</b>	37 hours per week 39 weeks per year
<b>LOCATION</b>	Handsworth Grange Community Sports College
<b>RESPONSIBLE TO</b>	Inclusion Team
<b>PURPOSE OF THE JOB</b>	Under the direction of Inclusion and SEND Team Leaders to provide routine and general clerical and administrative support.
<b>RELEVANT QUALIFICATIONS</b>	Experience in relevant discipline Good numeracy and Literacy skills - Level 2 English and Maths

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

### **MAIN DUTIES**

- To provide specialist administrative support to leaders and associated staff within the school in accordance with agreed responsibility areas.
- Develop administrative systems to ensure security of information in liaison with leaders to support the ongoing work of the specialist areas.

- Undertake all word processing of documentation and photocopying of documents as required to maintain confidentiality.
- Liaise with staff in school to obtain information to support review meetings.
- Dealing with routine telephone enquiries, liaison with parents and taking messages and directing to appropriate personnel.
- Co-ordinate, administer and minute meetings facilitated by leaders e.g. student reviews, child protection and distribution of minutes ensuring confidentiality is maintained.
- Co-ordinate immunisations
- Maintain the accuracy of student data in liaison with leaders
- Input data to child protection register as directed ensuring confidentiality of information is maintained.
- Maintain student behaviour, SEND and safeguarding records ensuring confidentiality.
- Liaison with primary links in relation to transition arrangements and supporting sessions as directed by leaders.
- Administration and support for educational visits.
- Ensure student starters and leavers are appropriately administered in line with the school procedures, ensuring retention of records and removal of records in link with the Retention of Records policy.
- Support with minor IT issues and liaise with IT Technical support to resolve matters to mitigate against loss of service.
- Undertake specific tasks as directed by leaders.
- Administer and monitor the pastoral helpdesk ensuring allocation of tasks to appropriate staff within the department.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained
- Maintain and operate systems and procedures to ensure statutory compliance is upheld for a range of inclusive support measures e.g. reduced timetables and alternative provisions.
- Support pastoral and safe-guarding teams with the co-ordination of meetings and visitors in school: booking meeting rooms, setting up remote links, meet and greet visitors.
- Support systems in place for facilitating student SEND review meetings including those for EHCPs.

- Support systems in place for inputting data on information sharing systems e.g. Arbor, Provision Map, CPOMS
- Supporting the pastoral Manager and Heads of Year with admin functions such as behaviour logging, analysis and reporting, suspensions and intervention paperwork and any other relevant admin functions to support the pastoral team.
- Administration and support for in-year admissions

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification



# Minerva Learning Trust Person Specification



### Post title: Pastoral Inclusion Administrator

Minimum Essential Requirements	Method of Assessment
<b>KNOWLEDGE AND EXPERIENCE</b>	
Level 2 English and Maths	AF/I
Experience in relevant Discipline	AF/I
<b>PROFESSIONAL DEVELOPMENT</b>	
Evidence of a commitment to Continuous Professional Development	AF/I
Willingness to actively participate in professional learning	AF/I
<b>SKILLS</b>	
Good Numeracy and Literacy Skills	AF/I
Proficiency in computer programs, particularly Microsoft word and excel	AF/I
Proficient data entry skills and knowledge of databases and spreadsheets, including Microsoft Excel	AF/I
Proficient in email communication	AF/I
Confidence to communicate effectively and accurately with a wide range of people	AF/I
<b>QUALITIES AND ATTRIBUTES</b>	
High Expectations of self and others	AF/I
A commitment to support the Trust and the school's aims, vision and ethos	AF/I
Energy and commitment to professional responsibilities and to the betterment of all students	AF/I
Show professionalism and maintain confidentiality	AF/I
Have a visible and positive presence around school	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
 AF = Application form  
 I = Interview  
 R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

### 1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

### 2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### 3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

### 4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### 5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk)

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk) by the closing date.

## **Section 8: Visitors to Handsworth Grange Community Sports College**

### **Satnav Address:**

Handsworth Grange Community Sports College  
Handsworth Grange Rd  
Sheffield  
S13 9HJ

### **Bus Routes to Handsworth**

52 & 52A  
30  
95A

### **Approaching from the M1**

#### ***By car (via M1)***

At junction 31, take the A57 exit to Sheffield (SE)/Rotherham (S)  
Follow A57 and B6200 to Sheffield  
At the roundabout, take the 1st exit onto A57  
At the roundabout, take the 2nd exit and stay on A57  
At the roundabout, take the 2nd exit onto B6200  
At the roundabout, take the 1st exit onto Sheffield Rd/B6200  
Continue to follow B6200  
Turn left onto Beaver Hill Rd/B6066  
Turn right onto Handsworth Grange Rd  
436 ft  
Turn left  
Destination will be on the left

### **Approaching from Sheffield Parkway**

#### ***By Car***

Take Rotherham Gateway/Sheffield Pkwy/A630, B6533 and B6066 to Handsworth Grange Rd in Sheffield  
Head north on Rotherham Gateway/Sheffield Pkwy/A630  
Take the B6533 exit towards Catcliffe/Advanced Manufacturing Pk/Sheffield/Business Pk  
At the roundabout, take the 3rd exit onto Europa Link/B6533  
At the roundabout, take the 1st exit onto Poplar Way/B6533  
At the roundabout, take the 3rd exit onto Highfield Spring/B6066  
At the roundabout, take the 1st exit and stay on Highfield Spring/B6066