

## School Administrator

<b>Location</b>	Mercia School
<b>Salary FTE</b>	Grade 4 (£25,584 to £27,711)
<b>Actual salary</b>	£23,698 - £25,668 (with under five years' service)
<b>Contract term</b>	37 hours, 42 weeks, permanent
<b>Responsible to</b>	Headteacher
<b>Start date</b>	As soon as possible
<b>Closing date</b>	Midnight Sunday, 8 June 2025

## Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

### Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

### How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

### What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

### How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

## Mercia School

Mercia School (11-18) opened in 2018 in a brand-new building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well. The school has secured a strong reputation for educational excellence and during the last three years, has been the most over-subscribed school in the city.

In February 2023, Ofsted inspected the school and graded all aspects of provision, and its overall effectiveness, to be 'Outstanding'. Mercia School published exceptional GCSE results in the summer of 2023, achieving the highest Progress 8 score for disadvantaged pupils, this high-level of performance was repeated in 2024.

Mercia Collegiate Sixth Form opened in September 2023. As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

## The role

We are seeking to appoint an outstanding individual to work as part of a small administration team that is central to the smooth operation of the school

The right candidate will have:

- the ability to communicate effectively, both verbally and in writing
- a high level of accuracy with a keen eye for detail
- strong organisational skills
- an ability to work using their own initiative
- an alignment to a can-do culture
- the capability to establish and maintain effective relationships with staff, pupils and their parents
- the ability to adapt to situations and change priorities when necessary
- strong principles that are aligned with the school
- the ability to capture, store and accurately retrieve information using ICT systems
- a commitment to safeguarding and an understanding of the requirements in school

The team operates a weekly rotation of working hours as follows.

- 7.30am – 3.30pm
- 9.30am – 5.30pm

You can find out more information [here](#).

## Job description

### Purpose

To empower everyone in our communities, especially the most disadvantaged, to succeed.

### Key responsibilities

#### Administration

- Management of manual and computerised records/information systems as directed.
- Undertake routine typing, word-processing and IT based tasks.
- Contribute to the planning, development and organisation of support service systems and procedures.
- Supervise, train and develop staff as appropriate.
- Undertake reception duties when required.
- Complete and submit a range of forms, returns etc., including those to external agencies.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Assist parents and visitors with their queries and direct them to the relevant personnel.
- Arrange hospitality for whole school events where appropriate.
- Be part of the team updating information on the school website as and when appropriate.
- Be the nominated trips co-ordinator in liaison with the leadership team.
- Assist for medicine, first aid and any care plan support.
- Support pupils who are unwell.
- Establish constructive relationships and communicate with other agencies/professionals.
- Assist with marketing and promotion of the school.

#### General/other

- Attend and participate in relevant meetings, training and events as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: School Administrator

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Grade C or above in English and maths</li></ul>	<ul style="list-style-type: none"><li>• Evidence of further Education</li><li>• First Aid Qualification</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Can work within a team or alone</li><li>• Commitment to listen and act on instructions, verbal and written, including health and safety requirements</li><li>• Respond to situations as they arise, for example, safeguarding concerns</li><li>• Effective communication skills with both adults and pupils</li></ul>	<ul style="list-style-type: none"><li>• A strong understanding of Mercia School; its culture and values and be able to model these if appointed to the role</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working knowledge of Microsoft packages</li></ul>	<ul style="list-style-type: none"><li>• Administration experience in an educational setting</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Flexible</li><li>• Honest and reliable</li><li>• Calm under pressure</li><li>• Patient</li><li>• Empathetic with young people</li><li>• Team player</li><li>• Attention to detail</li><li>• High personal and professional standards</li></ul>		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• References</li></ul>

## How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted
  - In all cases written references will be taken up and made available to interviewers before the final selection stage.
  - An email and/or letter will be sent to shortlisted candidates with details of the interview process.
  - If you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
  - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 553 9080 or [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com).
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk).

The closing date for applications is **Midnight Sunday 8 June 2025**.

## The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.