**HOLY TRINITY**

A Catholic and Church of England Voluntary Academy

The Hallam Schools’ Partnership Academy Trust

Headteacher: Mrs L S Oldcorn

Carlton Road, Barnsley, S71 2LF

Tel: 01226 704550

Email: info@holytrinitybarnsley.org

Website: [www.holytrinitybarnsley.org](http://www.holytrinitybarnsley.org)

**SCHOOL ADMINISTRATOR – COVER AND EDUCATIONAL VISITS**

**GRADE 4 - PERMANENT**

**37 HOURS (TERM TIME + 5 INSETS)**

**£17,098 – 18,507 actual**

To start as soon as possible

We are looking to appoint an experienced administrator to join our school support team with a specific focus on staff cover arrangements and educational visits, trips and activities. Your work will support both the primary and secondary phases of the school and involve communication with all stakeholders, including the governing body and external service providers.

The successful candidate will need to:

* Have excellent communication skills.
* Be committed to working in line with the school ethos and mission.
* Be flexible, highly organised and able to work with minimal supervision.

An enhanced DBS check is required for this post. The successful candidate will be required to complete a Disclosure & Barring Services form in line with Section 115 of The Police Act 1997.

Further information and application forms are available online at [www.holytrinitybarnsley.org](http://www.holytrinitybarnsley.org)

All application forms, together with the attached documents, should be completed and returned to Holy Trinity marked for the attention of Mrs Y Taylor. Alternatively, you may email them to [jobs@holytrinitybarnsley.org](mailto:jobs@holytrinitybarnsley.org)

At Holy Trinity, the leadership team, staff and governors are completely focused on nurturing each individual in order that they reach their full potential. We aim to develop independent, aspiring and caring young people and to inspire them to achieve at the highest level. Outstanding relationships underpin our cohesive and forward-looking community.

Holy Trinity is a through school (for pupils aged 3 to 16 years) in a purpose-built, state of the art building which opened in 2012. We have a 420-place primary phase and a 700-place secondary phase. Our 3 – 16 through-school status offers exciting and innovative learning opportunities which enhance progress and create a seamless transition between Key Stages 2 and 3.

Our Catholic and Church of England values form our distinctive Christian ethos, and this guides and supports everything we do as a school.

You are warmly encouraged to visit the school.

Closing date: 13th October 2022, 9am