

The people behind
the magic.



JOIN OUR TEAM



Senior Administrator

Salary: Band F (NJC 16-19) **Actual Salary:** £22,845 - £24,000.

Contract: Permanent, term time only plus 5 days.

Hours: 31 hours per week. Daily hours 8.15am – 4.30pm. 4 full days per week (actual days to be discussed during interview).

Closing Date: Monday 28th September 2026 at 9am.

Interview: Monday 12th October 2026.

Start Date: Monday 2nd November 2026 / as soon as your notice allows.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

'Be Bold, Be Brave, Be Brilliant!'

Linthwaite Clough Primary School is home to just under 300 eager minds, aged 3-11, at the heart of the village community in Linthwaite.

Our school values are...

- To be **Bold** – Being bold is showing a willingness to take risks in order to achieve success, showing confidence and being courageous.
- To be Brave – Being brave is something magical that happens inside us to push us through our fears and complete tasks that may feel hard or frightening.
- To be *Brilliant* – Being brilliant is about giving everything 100% and developing into an individual of whom we are all proud of.

Our school is a happy and vibrant place which values every single pupil and puts success for all at the heart of everything. Our vision is to create an inclusive community of respectful, confident, lifelong learners who achieve success through hard work and perseverance – 'Be Brave, Be Bold, Be Brilliant!'

While the school received an *inadequate* Ofsted rating in September, we have made rapid and significant progress since, throughout this journey we have the strong support of parents and the community who are proud of the school's inclusive and child-centred ethos. The most recent Ofsted monitoring report reflect the significant improvements made since the Ofsted judgment.



When schools collaborate, incredible things happen.

Together Learning Trust is a group of schools that genuinely like working together.

That might sound like a small thing. It isn't. Nobody in our schools is working in isolation, trying to solve problems that someone two miles away has already solved. Expertise shared across nine schools belongs to all of them.

Primary schools, secondary schools, sixth forms and a special school that's around 5,800 young people across Calderdale and Kirklees. Rooted in West Yorkshire. Built around a belief that when schools work like this, something remarkable happens for children.

That belief comes from a clear set of values: integrity, excellence, and joy. Not about how children should live, but about how our Trust leads, how decisions get made, how people hold themselves to account and what it means to do this work well.

Each of our schools has its own identity, shaped by its community and its children. Being part of our Trust does not change that. It adds to it.

DAVID LORD, CHIEF EXECUTIVE OFFICER

Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."



- DAMIAN BALL
Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

Senior Administrator

Are you an experienced administrator looking for an opportunity to make a real impact in a busy and vibrant primary school?

We are seeking to appoint an exceptional Senior Administrator to lead and coordinate the school's administrative, financial and operational functions. Working closely with the Headteacher and Trust colleagues, you will play a pivotal role in ensuring the smooth day-to-day running of the school while providing high-quality support to staff, pupils, parents and external stakeholders.

This is a varied and rewarding role, with responsibility for financial administration, HR processes, admissions, compliance, management information, operational support and the leadership of key support staff. The successful candidate will be highly organised, proactive and able to manage competing priorities whilst maintaining exceptional standards of customer service and professionalism.

What the role involves in a nutshell:

- Leading the day-to-day administration of the school to ensure efficient, professional and effective support services for pupils, staff, parents and visitors.
- Managing key financial processes including purchasing, income collection, reconciliation and budget monitoring to ensure compliance and value for money.
- Overseeing HR administration, payroll processes, recruitment coordination, staff records, DBS checks, training compliance and the Single Central Record (SCR).
- Managing admissions, pupil data, management information systems and statutory returns to ensure accuracy and compliance.
- Supporting the school's operational compliance, including safeguarding, data protection, health and safety, site security and business continuity arrangements.
- Building positive relationships with pupils, families, colleagues and external partners whilst delivering excellent customer service and acting as a professional ambassador for the school.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Additional holidays linked to service.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

A tour of the school will be available on Monday 21st September at 2pm, please contact the office, to confirm your attendance.

ROLE PROFILE | Senior Administrator

Accountable to:	Headteacher
Accountable for:	N/A
Job Family:	Administration & Core Support
Salary:	Band F (NJC 16-19)
Hours:	31 Weekly Hours Part-time 4 days per week, term time only plus 5 days

CORE PURPOSE

The Senior Administrator provides operational, administrative and business support across the school, ensuring efficient management of financial, personnel, admissions, premises and administrative functions. The role works closely with school leaders, Trust colleagues, staff, pupils, parents and external stakeholders to ensure compliance, effective service delivery and the smooth day-to-day operation of the school.

The postholder is committed to delivering high-quality performance each day to ensure students and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours. They maintain credibility by consistently applying the technical expertise and professional standards required for the role.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

Financial & Business Management

- ✓ Oversee financial administration, purchasing and reconciliation processes to ensure accurate records, compliance and effective use of school resources.
- ✓ Support budget monitoring, grant expenditure and financial reporting to ensure statutory and Trust requirements are met.
- ✓ Manage contracts, service agreements and supplier relationships to secure effective and value-for-money support services.

People Management & HR Administration

- ✓ Coordinate workforce administration, including payroll, recruitment, absence monitoring, DBS checks, training compliance and the Single Central Record (SCR), to maintain accurate and compliant employee records.

School Operations & Compliance

- ✓ Oversee administrative systems, admissions, pupil data and statutory returns to ensure accuracy and compliance with legal and Trust requirements.
- ✓ Maintain effective systems for premises management, data protection, health and safety, safeguarding, and compliance to support a safe and well-managed school environment.
- ✓ Support premises management, site security, emergency planning and capital projects to ensure effective business continuity and operational performance.

Service Delivery & Stakeholder Support

- ✓ Ensure the effective day-to-day running of the school through high-quality administrative and business support to staff, pupils, parents, governors, Trust colleagues and external agencies.

- ✓ Produce and submit management information, census returns and statutory reports accurately and within required timescales.
- ✓ Contribute to the Trust Business Team and wider school community through collaboration, continuous improvement and excellent customer service.

Safeguarding & Professional Responsibilities

- ✓ Promote the welfare and safety of children through effective safeguarding practices and the prompt escalation of concerns.
- ✓ Maintain confidentiality, professional standards and ongoing professional development to support effective performance

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
GCSEs in English and Mathematics at grade C/4 or above, or demonstrate equivalent proficiency in both subjects during interview	✓	
Relevant business administration, finance or management qualification.		✓
Significant administrative experience within a school, education or comparable office environment.	✓	
Experience of financial administration, budget monitoring or resource management.	✓	
Strong proficiency in Microsoft 365 (Outlook, Word, Excel, SharePoint).	✓	
First Aid qualification.		✓
Technical Skills Required		
Excellent written and verbal communication skills.	✓	
Highly organised, accurate and able to prioritise effectively.	✓	
Able to work independently, anticipate needs and meet deadlines under pressure.	✓	
Strong relationship-building skills with a collaborative, professional approach.	✓	
Adaptable, resilient and committed to confidentiality and professional development.	✓	

A background image showing a large group of children in a school assembly, many with their hands raised in the air, suggesting an interactive or enthusiastic event.

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our school office: office@LinthwaiteClough.TLT.School or call 01484 844300.

If you're ready to apply, please complete your online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check; the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (as amended in 2013 and 2020). [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2026.