



United Learning
The best in everyone™

Briefing Pack for Applicants

Student Receptionist and Pastoral Administrator

March 2026

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Section 1 - Post Advertisement



Sheffield Park Academy

The best in everyone™

Part of United Learning

Job title:	Student Receptionist and Pastoral Administrator
Location:	Sheffield Park Academy, Beaumont Road North, Sheffield, S2 1SN
Starting salary:	£24,978.00 gross per annum pro rota, an actual of £21,553.00 gross per annum
Contract:	Permanent, full-time, 37.5 hours per week, 39 working weeks.
Start date:	ASAP

‘Leaders are ambitious for all pupils to achieve highly’

‘This is a school where students care for students and are determined that they succeed’

OFSTED report, December 2022

Sheffield Park Academy are seeking to appoint an outstanding Continuation of Learning Manager. Our academy character values are Community, Ambition, Respect, and Endurance. You will need to embody and role model these to our students. Our mission statement is to create Sheffield’s influential young leaders of tomorrow and you will play a key role by providing the leadership to ensure that we have high levels of attendance for our students to give them the best possible chance of achieving key roles in their adult lives.

This is an excellent opportunity to join an Ofsted rated ‘Good’ academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 school. As part of United Learning our aim is to bring out ‘the Best in Everyone’ and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost. Our school has motivated, ambitious students with a high percentage of our students going on to attend Russell group universities.

The academy has over 1,200 pupils and is situated in purpose-built £30million premises, benefiting from excellent, state-of-the-art facilities. We are part of the United Learning Trust, the largest and one of the most successful academy trusts in the country who offer unrivalled CPD and opportunities for nationwide networking and development opportunities.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the Beautiful Peak District within 20 minutes. Quality of life is routinely ranked very highly, and it is one of the greenest cities in Europe.
<https://www.welcometosheffield.co.uk/>

The successful candidate will have an awareness of safeguarding roles and responsibilities in education, be knowledgeable of local and national safeguarding developments, have good working knowledge of Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and other national documentation relevant to the safeguarding of children in schools.

The post-holder will liaise with internal and external agencies to report, monitor and work alongside our families; we require a focussed professional who is organised and passionate about making a difference for our students, academy and the local community. This is a challenging yet highly rewarding role at a supportive and welcoming school.

We will offer you:

- Highly competitive pay above national average.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.
- A respectful working environment.
- Supportive, friendly colleagues who are committed to each other's professional development.
- A chance to become part of United Learning, one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in each academy, across the Cluster and United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Westfield benefits platform.
- Free on-site parking.
- Access to an Employee Assistance Programme (EAP).
- We encourage open and regular conversations about work-life balance.

We are looking for:

- Someone with an understanding of the developmental, emotional, social and educational needs of children and young people.
- Someone who will uphold the highest standards of professionalism and be a role model for our students
- Someone with excellent written and oral communication skills.
- A team player.
- An attention to detail in their work
- Organised and punctual
- Someone who takes pride in their work.
- Good IT skills.
- You must have good organisational skills and a keen eye for detail.
- Ability to adapt to changing and diverse workload with autonomy and resilience.
- Demonstrate a positive, proactive and professional approach at all times.

Please refer to the job description and person specification for further details.

If you would like to discuss this opportunity or arrange a visit to the schools, please email hr@unitedlearningyorks.org.uk

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Park Academy Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **Closing date for applications is 11:59pm on Sunday 22 March 2026.**

Interviews will take place soon after the closing date.

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, Right to Work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Principal of Sheffield Park Academy



Sheffield Park Academy

The best in everyone™

Part of United Learning

Dear Candidate

Thank you very much for your interest in joining Sheffield Park Academy. I am delighted to introduce you to our school and I hope that this application pack provides you with a good overview of the type of candidate we are looking for. **If you like what you have read or know about our school, I would advise you to get in contact with us either for a visit to the academy or a phone call (with me or one of my senior leaders) to find out more.**

Sheffield Park Academy is a flourishing 11-18 school and we really value working as part of the Yorkshire cluster alongside our sister schools; Barnsley Academy, Fir Vale Academy, and Sheffield Springs Academy. Our close collaboration across the schools is a real source of strength and support as is the wider support of United Learning and in particular our Regional Director.

We fully subscribe to the ethos and values of United Learning and as Principal, I would thoroughly recommend working for the group. Our own academy character values of Community, Ambition, Respect, and Endurance filter through everything we do as a school and we aspire for all students, staff, and other members of our community to live these into being. We also subscribe to our academy strapline of 'One Community, One Park' to ensure our school is a place of strong values, together, and shared goals.

If you are aligned with our mission and values, we very much look forward to hearing from you.

As an academy, we will be relentless in our aim to provide ambitious and high-quality learning and education to the students of Sheffield Park Academy. In order to provide that, we are looking for colleagues who wish to make a strong and valuable contribution to positively shaping the lives of young people in our community.

Good luck with your application and thank you again for considering Sheffield Park Academy as the next stage in your career.

Best wishes,

Rob Watson
Principal
Sheffield Park Academy

Section 5 – Job Description



Job Description

Post title	Student Receptionist and Pastoral Administrator
Salary	Band 2
Responsible to	Senior Leader
Responsible for	N/A
Role purpose	<ul style="list-style-type: none">• To provide effective administration support for behaviour support team and any other administrative support required<ul style="list-style-type: none">• To staff the student reception desk• In addition, to be a member of a wider team of support staff dealing with all administrative tasks efficiently and courteously
Relevant qualifications	N/A

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to school.

Key Responsibilities

Main duties

This serves as guidance only and is not definitive.

- To staff the student reception area. To register students incoming and outgoing of the academy during the school day.
- To ensure students arriving to the academy after normal start times are fully equipped for the day, have correct uniform, and are escorted to their first lesson of the day.
- To provide all aspects of administration support to the behaviour support team which will include correspondence, corrections, logging pupil's behaviour records, running reports, contacting parents and producing correction registers.
- Maintain all records of pupils attending the Reflection Room and COL.
- Notifying parents (via Arbor or text) of corrections, and Fixed Term Suspensions.

- To work with senior leaders and pastoral colleagues to support student arrivals in the canteen and main yards on a morning.
- To provide support to the administration team working closely with, and being supportive of colleagues, providing assistance where necessary.
- To undertake any other tasks as required by the Behaviour Lead and/ or Attendance Lead.
- To maintain appropriate standards of professional appearance and conduct.
- To comply with Academy policies and to maintain the total need for confidentiality and data protection Other shared duties.

General

- To develop excellent working relationships with colleagues internally, centrally, and externally.
- To be an effective and flexible member of the team, contributing to the successful adherence to Safeguarding Policy.
- To always uphold the Academy policies and procedures.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every

effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Student Receptionist and Pastoral Administrator		
Salary	Band 2		
Education and Qualifications	Essential	Desirable	
Numeracy – ability to work with figures	X		
ICT – ability to use various Microsoft office software	X		
A GCSE grade C (or equivalent) in Maths and English		X	
Experience	Essential	Desirable	
An understanding of working in a complex and busy environment	X		
Ability to undertake a wide range of clerical duties and reception duties to a high standard	X		
Experience/ knowledge of using a wide range of software packages, e.g. Microsoft Word, Excel, Outlook and Access	X		
Ability to work under pressure, managing own workload to deadlines	X		
Ability to work effectively on your own initiative as well as part of a team	X		
Knowledge of Arbor.		X	
Previous experience in an educational environment		X	
Knowledge and Skills	Essential	Desirable	
Ability to provide and maintain a quality customer focused service	X		
Good telephone manner and interpersonal skills	X		
Ability to communicate effectively both verbally and in writing	X		
To be able to work under pressure in a busy and diverse environment	X		
Ability to take personal responsibility for organising day to day targets	X		
Excellent typing / word processing equivalent RSA 2		X	
Teamwork	Essential	Desirable	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		
Personal Attributes	Essential	Desirable	
Maintains confidentiality and discretion	X		
Able to make connection between their work and the benefits to students.	X		
Good written and verbal communication skills.	X		
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X		

Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
Ability and willingness to travel to locations within the cluster, attend meetings off-site with agencies, etc.	X	

Section 7 – The Appointment Process

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

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

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

Present Appointment

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

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.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

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 support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

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

Section 8 – Visitors/Contacts for Sheffield Park Academy

The academy is located in a thriving town close to the beautiful Peak District



Sheffield Park Academy

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Part of United Learning

Sheffield Park Academy
Beaumont Road North
Sheffield
South Yorkshire
S2 1SN

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Sheffield Park Academy is an Ofsted rated 'Good' academy. The academy is part of United Learning, a national group of schools and academies. Sheffield Park Academy is an 11-18 academy. As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.