Admin Officer Part-Time (12 hours - afternoon) Temporary for 12 months Application Pack

Welcome to INOVA Multi Academy Trust and thank you for your interest in joining our organisation . I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child regardless of background, need, or starting point deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi Academy Trust is a people centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently whether that's through our Institute of Talent, our evidence led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff all of whom share a common purpose: to unlock potential and create opportunity.



As a prospective staff member, or simply interested in our work,
I invite you to explore our Trust and connect with our journey.
Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber CEO

About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision: Transforming lives through the power of learning.

Our Mission: To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values: Innovation : Collaboration : Excellence

INOVA MULTI-ACADEMY TRUST

Innovation | Collaboration | Excellence

Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.

Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.

Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.

Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' or 'Outstanding' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

Meynell Primary School are seeking to appoint a part-time admin officer to start in September 2026. Temporary for 12 months

Closing Date: Monday 31st August 2026 at midnight
Interviews: To be confirmed

The successful candidate will join us to complete a strong team and contribute to the school's success.
Visits to the school are warmly welcomed. Please contact school to arrange a date to visit.

Completed applications should be returned to enquiries@meynell.sheffield.sch.uk

Please do not use the Local Authority application form.

Salary Range	Grade 3, SCP 5 to 6 (£25,583 to £25,989)
Hours	12 hours per week, 39 weeks per year (Monday – Friday afternoons)
Responsible to	Operations Manager
Responsible for	Working under the instruction/guidance of the Operations Manager and SLT providing routine general administrative support to the school
Benefits	• Local Government Pension Scheme. • Salary Sacrifice Car Scheme. • Cycle to Work Scheme. • Discounted membership for Westfield Health. • Occupational Health. • Wellbeing Programme. • Continuous CPD and Training.

Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Multi-Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

- Act as the first point of contact for parents, visitors, pupils and staff, providing a friendly, professional and efficient reception service.
- Answer incoming telephone calls, respond to routine enquiries and take accurate messages.
- Welcome visitors to the school, ensuring all safeguarding and visitor sign-in procedures are followed.
- Maintain the security of the reception area by monitoring access and issuing visitor badges.
- Use the **Bromcom Management Information System (MIS)** to:
    - Record pupil attendance, including late arrivals and early collections.
    - Update pupil information as instructed.
    - Produce routine registers, reports and letters.
    - Maintain accurate pupil records.
- Receive and distribute incoming post, parcels and deliveries.
- Support pupil welfare by contacting parents regarding illness, appointments or collection arrangements.
- Undertake general administrative duties including filing, scanning, photocopying, laminating and preparing documents.
- Process routine correspondence, emails and forms in a timely manner.
- Assist with maintaining accurate records in accordance with GDPR and school policies.
- Order and monitor office stationery and other supplies as required.
- Support school events by preparing registers, visitor lists and administrative paperwork.
- Work collaboratively with teaching staff and Senior Leadership Team to ensure the smooth running of the school office.
- Maintain confidentiality of all information relating to pupils, families and staff.
- Follow all school safeguarding, health and safety, data protection and equality policies.
- Undertake any other reasonable duties as requested by the Headteacher or Operations Manager.

The Person

The successful candidate will demonstrate the following:

Skills and Abilities	•Excellent communication and interpersonal skills. •First Aid qualification or willingness to undertake training. •Friendly, professional and welcoming manner. •Excellent organisational and time management skills. •Ability to work accurately and pay attention to detail. •Ability to prioritise workload and work under pressure. •Ability to work independently and as part of a team. •Good IT skills and ability to learn new systems quickly. •Ability to deal sensitively and confidently with pupils, parents, staff and visitors.
Qualifications and Experience	•GCSE Grade C/4 or above (or equivalent) in English and Mathematics. •Relevant administrative qualification (e.g. NVQ Level 2/3 in Business Administration or Customer Service). •Experience of working in an administrative or customer service role..
Personal Qualities	•Reliable, flexible and professional. •Positive attitude and commitment to excellent customer service. •Calm and approachable, with the ability to remain professional in a busy reception environment. •Commitment to safeguarding and promoting the welfare of children and young people. •Commitment to equality, diversity and inclusion.

Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

How to Apply

Applications for this role are via email to enquiries@meynell.Sheffield.sch.uk or on the TES website

Visits to the school are warmly welcomed, please contact the main school office on 0114 2311425 or email enquiries@meynell.Sheffield.sch.uk to make arrangements.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website:
https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the policies page of our website.



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