



School Support Manager

Candidate Pack



THE KING'S
SCHOOL



Introductory message from **Marie Senior, Headteacher.**

Thank you for your interest in joining The King's School community. We are incredibly proud of the journey our school is on and the strong culture we have built together, which is grounded in our rich history as one of the oldest schools in Yorkshire.

We combine this legacy with high aspirations, genuine care, and an unwavering belief that every student can thrive and is remarkable beyond measure.

Our staff are the driving force behind our continued success. Together, we work hard to create a welcoming, ambitious, and inclusive environment where students feel valued, supported and challenged to achieve their very best. As part of Pontefract Academies Trust, we benefit from being part of a forward-thinking family of schools, united by shared values and a commitment to ensuring that students come first in everything we do.

The role of School Support Manager is pivotal within our school. You will play a key part in ensuring that our systems, processes and administration operate seamlessly so that teachers can teach, leaders can lead, and students can flourish. You will be joining a dedicated team who take pride in their work, support one another, and continuously strive to improve the experience of every young person who walks through our doors.

We are looking for someone who is proactive, organised, committed to excellences and who brings both expertise and heart to the role. If you share our values and are driven to make a meaningful difference, we would be delighted to hear from you. Our connection with the wider community we serve is vital to our work and it is imperative that communication is welcoming and helps to form strong bonds of consistency and trust.

Thank you once again for considering joining us. I wish you the very best with your application and look forward to the possibility of welcoming you to our school.

Mrs M. Senior
Headteacher



About The King's School.

As a proud member of Pontefract Academies Trust, The King's School is renowned for its strong reputation for educational excellence and consistently achieving strong academic results. Established in 1139, The King's School stands as a beacon of education for nearly nine centuries, offering a premier learning experience to the bright minds of Pontefract and beyond. We take great pride in being more than just a secondary school; we are a caring, high-performing community where students evolve into the best version of themselves, proudly carrying the legacy of The King's School.

With a remarkable history spanning over 850 years, our school is deeply rooted in tradition, but it is the people that make The King's School truly exceptional. Our students, with excellent behaviour and as the best ambassadors one could wish for, are a testament to our commitment to nurturing outstanding individuals. Our dedicated team of teachers and support staff, in collaboration with parents, strives to provide a first-class education, ensuring every student receives the opportunities they deserve.

The King's School is more than just a workplace; it is a great place to work. Our staff is the bedrock of our success—everything we achieve is attributed to their hard work and dedication, and we, therefore, ensure they are well looked after.

No matter your role, if you're a part of our school, your contributions will be genuinely valued. Everything we do at The King's School is based on great relationships, and it is important to us that staff are happy in their work. This means a balance of challenge, support, recognition, and plenty of opportunities for development and career progression.

Student Values.

Respect

We treat others how we would like to be treated, showing kindness and good manners. We are honest, demonstrate good morals and do the right thing even when no one is watching.

Responsibility

We are responsible for the choices we make and believe that taking responsibility for our actions wins the day. We learn from our mistakes, move forward and improve.

Determination

We believe in ourselves to be the best that we can be and do not give up. At all times we display a 'whatever it takes' attitude; we get on, do it and make it happen.

Excellence

We value our education and aspire to excellence in everything we do. We have high expectations of ourselves, our work and our behaviour, always committed to pushing ourselves to do our absolute best.



School Support Manager

Lead, Innovate, Support – Become our School Support Manager at The King's School

Are you an organised, forward-thinking leader who thrives in a busy school environment? We're looking for a motivated and dedicated School Support Manager to play a vital role in ensuring our schools run smoothly, efficiently and with an unwavering focus on supporting student success. This position has become available as a valued team retires after many years of dedicated service – a reflection of the supportive and long-standing culture we're proud of.

As School Support Manager, you will act as the first point of contact for school leaders, coordinating a wide range of activities that directly support teaching and learning. You will oversee the reception, administration and reprographics services to ensure they provide high-quality, efficient and professional support, while leading and delivering the administrative and organisational processes that underpin the smooth day-to-day running of the school. You will also ensure that all school data and records are accurate, regularly reviewed and securely maintained in line with Trust policies and statutory requirements.

Key Responsibilities

In this pivotal position, you will:

- Lead and manage the administration, reception and reprographics teams to ensure effective support across the school.
- Oversee key school systems including data management, information governance, and the accurate maintenance of the Single Central Record.
- Coordinate a range of HR processes, including sickness absence monitoring, recruitment administration, induction arrangements and maintenance of personnel files.
- Manage financial administration, including ordering, cash handling, payment systems and support for debt recovery, in line with Trust financial procedures.
- Oversee the school cover system, producing reports and developing processes to support efficient staff deployment.
- Lead the administration of student services, ensuring policies relating to student support are implemented effectively.

Working Hours

This is a permanent, full time role (37 hours per week) to be worked all year round.

Monday to Thursday: 8:00am – 4:00pm

Friday: 8:00am – 3:30pm





About the Trust.

Achievement Without Excuses.

We have an unwavering focus on achievement. This is paramount so that all of our children and young people enjoy greater life chances.

We take responsibility for ensuring that they succeed. We own our own performance and do not rest on our laurels or seek to blame others.

Excellence As Standard.

We set high standards. “Good enough” is simply not. We do not accept second best from our students or ourselves.

The Trust aims to be a highly reliable school improvement organisation that is disciplined in its approach to improving performance. A Trust with clear plans and simple and precisely executed systems that not only develop and sustain excellent performance, but never stifle individual flair.

Stronger As One.

We take collective responsibility for each other and the results of all of our children and young people. We enjoy sharing our success as a Trust while recognising the strengths of individuals and each school. To this end, collective accountability is rooted in a “if one fails we all fail” mentality.

As a family of schools we collaborate with each other, challenge each other and share best practice. We do not let competition get in the way of our desire to get the best outcomes for all.

Our Mission.

Running top-quality, high-achieving schools that give our children and young people the chance in life they deserve.

Our Vision.

Where every child and young person makes outstanding progress.

Our People Matter.

We know that our people make a difference to the lives of our 3–16-year-olds. We want to make our schools places where great teachers want to teach, lead and build a career. Investment in the recruitment, development and retention of the best people is a top priority.

We aim to provide professional work environments where our people have the support and tools to do a great job and push our children and young people to scale new heights in a safe and secure environment.

Students Come First.

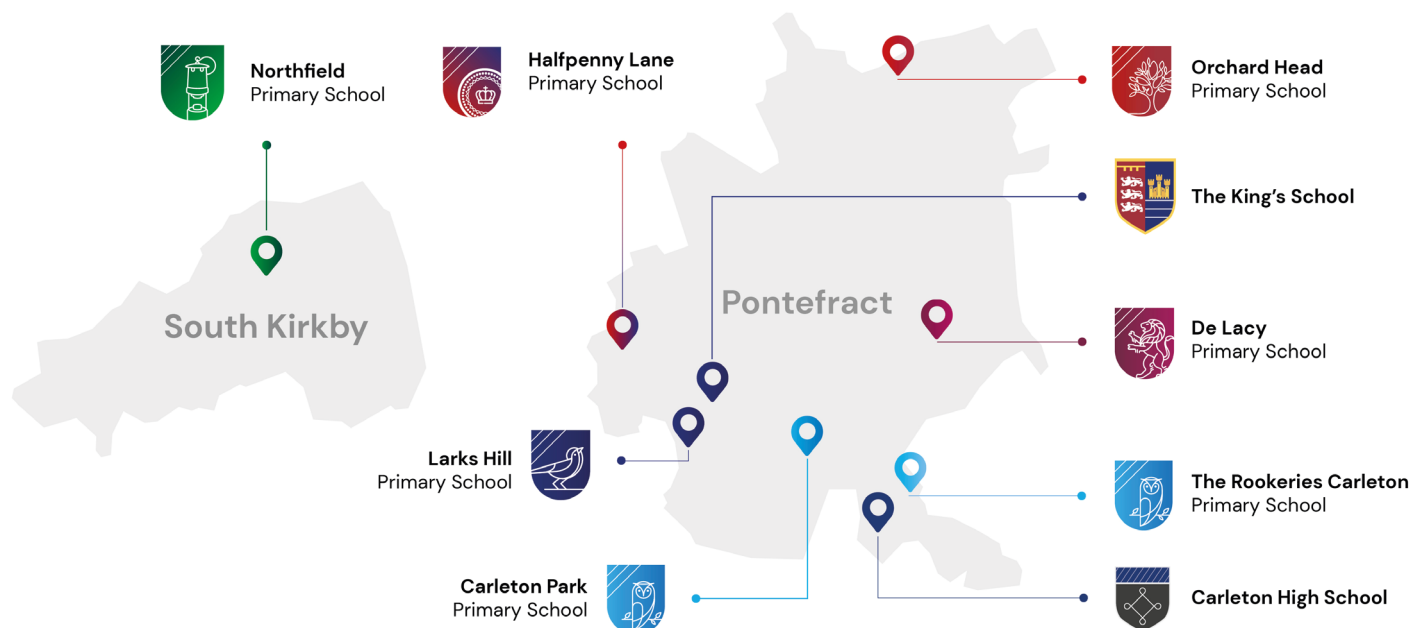
Our schools are run for the benefit of children and young people, not the ease of adults. Their achievement comes first and staff in schools and the central Trust office work to this end.

The Trust aims to keep low priority tasks away from front line teachers and leaders so that they can focus explicitly on our core business of teaching and learning.

Our Schools.

The Pontefract Academies Trust family includes a range of schools across Pontefract. We provide education from nursery, through primary and secondary.

Each school is individual and responds to the needs of its local community to provide the best possible opportunity for its young people. However, being part of a Multi Academy Trust means each school can benefit from shared resources and systems that allow collaboration for the benefit of our children and young people.



Trust Merger with Ark

We are delighted to share that we will be merging with Ark Schools on 1st September 2026.

This partnership brings together two high-performing trusts to strengthen the support we provide to our children, staff, and communities. It will allow us to retain our Pontefract and South Kirkby family of schools while also benefiting from being part of a larger network. Most importantly, it opens up significant opportunities for collaboration and knowledge-sharing across both trusts.

Ark is recognised as one of the highest achieving education trusts in the country and runs thirty-nine schools across Birmingham, Hastings, London and Portsmouth. Their mission is to ensure that all children have access to a great education and real choices in life, regardless of their background. Ark choose to work where they can make the biggest difference.

For further information about Ark, please visit their [website](#).

Job Description

Reporting to:	Headteacher
Salary:	Grade 9 Scale Point 28–31 £39,152.00 – £41,771.00 FTE per annum
Term:	Permanent – Full time – All year round
School Base:	The King's School

Job Purpose Summary

- To provide a first point of contact for school leaders in delivering and co-ordinating activities that support teaching and learning activities;
- To oversee the reception, administration, and reprographics service within the school, ensuring that all functions provide effective and efficient support;
- To provide and undertake administrative and organisational processes within the school;
- To ensure that school data and records are up to date, regularly checked and held securely.

Key Responsibilities and Accountabilities

The post holder will:

- Line manage the administration team to ensure that an effective, efficient reception, administration, and reprographics service is provided to the school;
- Take responsibility for accurate maintenance of the Single Central Record (SCR);
- Co-ordinate people management processes for senior leaders. This includes:
 - Ensuring Return to Work meetings are undertaken and records are maintained;
 - Recording and reporting sickness absence data;
 - Arranging and supporting sickness absence meetings;
 - Arranging and supporting formal management meetings, including note taking and record keeping;
 - Maintaining up to date personnel records/files at the school.
- Co-ordinate Performance Management processes and collate and report on outcomes;
- Lead the administration of the recruitment and new starter processes;
- Liaise with the Trust central HR team on people issues, including developing job descriptions, recruitment materials and arrangements for interviews;
- Co-ordinate the induction processes for new starters. This includes ensuring that new starters receive all the relevant information relating to health and safety, safeguarding and school processes;
- Oversee finance procedures and activities within the school liaising with the Trust central Finance team to ensure adherence to the correct processes and procedures for:
 - Ensure that the Trust Financial Regulations and Procedures are followed at all times in the collection, recording and banking of cash;
 - Oversee the management and maintenance of the school payment system in conjunction with pupil records, and cash receipting;
 - Oversee the prompt ordering and receiving of goods ensuring that financial systems and inventories are updated accurately and promptly;
 - Support debt recovery processes;
- Act as point of contact matters relating to information governance (Data Protection/Freedom of Information);
- Take responsibility for the information asset register;
- Ensure the school has accurate and efficient data retention systems in place in accordance with Trust policies;
- Ensure that information for outside agencies and/or the Leadership is provided by required deadlines;
- Co-ordinate the systems for 'cover'. This includes monitoring use of cover, providing reports on where cover has been required and developing systems to ensure that use of cover is minimal;
- Support the school's complaints processes, as required and under the direction of the Headteacher.
- Lead the administration of pupil services, ensuring that school policies and systems that are in place to support pupils are effectively and efficiently administered;
- Provide support to senior and middle leaders;
- Lead on the administration and organisation of school marketing activities. This includes arrangements for Open Evenings, Parents Evenings, school prospectus and other community events;
- Delegate appropriately tasks across the school administration and support teams;
- Training new staff and supporting the training of new administration staff in other schools in the Trust;

Job description continued

- Support the Facilities staff with any line management issues;
- Oversee and coordinate all administrative processes involved in maintaining accurate and comprehensive pupil records throughout each child's journey whilst at the school.

Relevant working conditions

- This is a predominately desk based post.

Responsibilities for Resources

- Effective use of materials and resources.

Responsibilities for Budgets and People

- Line management of the administration, reception and reprographics team.
- Budget holder for the Admin Expenses.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification.

No.	Categories	Essential or Desirable	Assessed by	
			Application Form	Interview or Task
1.	Willingness to undertake induction training;	E	✓	✓
2.	At least 5 GCSE's (or equivalent), including English and Mathematics, at Grade C or higher;	E	✓	✓
3.	NVQ Level 4 or equivalent experience or equivalent qualification, or willingness to train to achieve these, in relevant subjects;	E	✓	✓
Experience				
4.	Experience working in a school environment at a senior level;	D	✓	✓
5.	Experience in the development, management and operation of administrative systems;	E	✓	✓
6.	Experience of using school systems such as School Cash Office, Bromcom;	D	✓	✓
7.	Experience in working as part of a team delivering tight deadlines;	E	✓	✓
8.	Management/supervisory experience;	E	✓	✓
9.	Experience of financial management processes, or other regulatory frameworks;	D	✓	✓
10.	Experience of effectively dealing with external suppliers of goods and services;	D	✓	✓
Abilities, Skills and Knowledge				
11.	Good numeracy and literacy skills;	E	✓	✓
12.	Good interpersonal and communication skills;	E	✓	✓
13.	Ability to communicate sensitive issues appropriately;	E	✓	✓
14.	Ability to prioritise tasks to meet deadlines;	E	✓	✓
15.	Ability to co-ordinate and delegate to a team;	E	✓	✓
16.	Attention to accuracy and detail particularly in the use of computerised systems;	E	✓	✓
17.	Ability to demonstrate a high level of personal integrity and confidentiality;	E	✓	✓
18.	Ability to demonstrate motivation and resilience;	E	✓	✓
19.	Knowledge of the Data Protection Act;	D	✓	✓
20.	Able to hold performance management reviews with staff and contribute to the overall performance management process;	D	✓	✓
21.	Able to deliver training and support to colleagues on a range of internal procedures.	D	✓	✓

Employee Benefits.

We're passionate about employee benefits at Pontefract Academies Trust, offering the following as standard to all:



Exciting career and leadership pathways supported by outstanding CPD opportunities.



Everyday Development (EDD): a simple, personal and flexible goal-based approach to continuous learning, career growth and wellbeing.



For the 2025/26 academic year, we will be providing staff with three Everyday Development (EDD) days. These development days will offer you self-directed time away from the workplace to recharge and reflect on your personal and career goals.



Generous employer pension (West Yorkshire Pension Fund – LGPS).



Generous annual leave entitlements (starting from 31 days annual leave, increasing to 34 days after 10 years' service – plus 8 statutory bank holidays).



Fantastic family friendly policies with a focus on employee work/life balance.



Cycle to work scheme.



Blue light card.



Discounted gym membership.



Free eyecare via Specsavers.



Childcare vouchers.



Employee wellbeing programme (including physiotherapy, personal or professional concerns on legal, health, finance, wellbeing, and other matters).



Discounts at numerous retailers including O2.



Free flu vaccinations.

Next Steps.

Coffee chats, school visits and further information

We are hosting virtual coffee chats for prospective candidates to meet Mrs Marie Senior, our Headteacher, and ask any questions you may have about the role or our school. To book a timeslot, please [click here](#).

Potential candidates are encouraged and very welcome to visit our school. This is a great opportunity to explore our facilities, meet our dedicated staff, and get a feel for the vibrant community we have built here. We look forward to welcoming you and answering any questions you may have. Please contact us at recruitment@kings.patrust.org.uk or call 01977 601701 to arrange this.

If you are unable to attend a virtual coffee chat or a school visit, but would still like to discuss the role, please contact us at recruitment@kings.patrust.org.uk and we will be happy to help.

Key Dates

Application deadline: 10:00am, Monday 23rd February 2026
Interview date: Monday 2nd March 2026 (provisional)
Start date: ASAP

Application Process

Please complete an application form via our [website](#).

Important Links

[Pontefract Academies Trust website](#)
[Trust Strategic Plan 2025-2028](#)
[The King's School website](#)

Contact Information

Tel: 01977 601701
Email: recruitment@kings.patrust.org.uk

We look forward to hearing from you.



PONTEFRACT
ACADEMIES TRUST

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The Pontefract Academies Trust are 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 our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks (including online checks).