Co-op Academy
Bebington

Academy Administrator

Candidate Pack



Welcome from the Headteacher

Dear Candidate,

Thank you for your interest in the role of Academy Administrator.

This is an exciting opportunity for an exceptional candidate to make a real difference in our academy.

We are proud to belong to the Co-op Academies Trust and remain fully committed to placing our Co-operative values and 'Ways of Being' at the forefront of our ambition to deliver outstanding provision for all within our community.

Our Commitment to Inclusion & Support

We pride ourselves on delivering an ambitious curriculum for all children. To ensure every student can succeed, our academy features:

- Two Specialist Resourced Provisions: One specifically designated for students with Moderate Learning Difficulties (MLD) and one for Social, Emotional, and Mental Health (SEMH) needs.
- Two Internal Alternative Provisions: Targeted environments to better engage students who find the traditional classroom setting more challenging.
- Comprehensive Student Support: An extensive team including non-teaching Heads of Year, a dedicated attendance team, and a robust safeguarding team.

The successful candidate will be instrumental in our future development, ensuring smooth operations from the heart of our academy.

Our Commitment to Staff Wellbeing

We are committed to supporting staff at all levels, through our CPD and line management. We are developing a coaching culture throughout the school, and host dedicated pedagogy sessions weekly as we embed Doug Lemov's 'Teach Like a Champion' strategies into our lessons. From September 2026, we will be having a two week October half-term.

Experience Our Culture

Should you wish to arrange a visit before applying, you will find our Academy calm and purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff, and how welcoming and friendly we are.

To arrange a visit, please contact: kate.cryer@coopacademies.co.uk

Best wishes,

Mrs Jane Whisker

Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

We are a large Multi Academy Trust spanning the North and West Midlands of England. Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It's the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust. By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

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We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Academy Administrator
Job Description & Person Specification

Salary / grade range	Grade E pt 8-11 £26,824 – £28,142 subject to pro-rata
Location	Co-op Academy Bebington
Reports to	Office Manager and Headteacher
Working Hours	36 hours per week
Working Pattern	Term Time & 1 week in the summer (40wks)

Purpose of role:

To ensure the smooth transition of on site activities to deliver day to day administrative procedures

Act as point of contact for Central teams on all Finance administration

Ensure local administrative tasks are completed to the highest standard

Key accountabilities (and specific duties / responsibilities):

Support HR to include tracking staff's timekeeping and manage return to work administration.

Oversee the financial administration of facility lettings, including issuing invoices, processing incoming payments, and performing routine account reconciliations

Support the Central finance teams by managing petty cash and income from local events (book fairs etc), managing Parent Pay / Arbor Administration including setting up payments, reconciling payments, reporting payments

Keep accurate financial records of local activity including filing invoices, receipts, statements

Place orders with suppliers and obtain quotes for orders/renewals, ordering goods and services

Assist in the production of budget tracking/monitoring documents (AP, Supply, EHCP Income, Catering, Trips, subscriptions etc)

Administrate local insurance claims (supply, premises)

Administrate local credit cards including tracking holders, informing the bank and Central teams of any changes and obtaining receipts

Liaise directly with the Local Authority to manage, secure, and monitor SEND funding.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications • NVQ level 3 or equivalent qualification or experience in relevant discipline • GCSE English and Maths (A-C) or equivalent • Evidence of CPD		A
Experience Proven successful experience of the following: • working as an administrator preferably within a Multi Academy Trust • experience of managing a varied workload • working as part of a team and a matrix structure organisation • Banking responsibility including petty cash management • securing and monitoring contracts/contractors/service level agreements	D E E E D	A/I
Skills, Ability, Knowledge • Knowledge of business systems • Understanding of the needs of a multicultural society • Full understanding and appreciation of safeguarding requirements	E E D	A/I
Personal Qualities • ability to relate well to pupils and adults • comfortable working as part of teams • ability to organise and motivate self • good co-operative, interpersonal and listening skills • ability to prioritise workload,	E E E E E	A/I

conflicting demands and remain calm under pressure • communicate effectively to a wide range of different audiences and through different mediums (verbal, written, ICT use) • deal successfully with situations that may include tackling difficult situations and conflict resolution • work successfully with a range of external agencies and central Trust service leaders and colleagues	E E E	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children and/or adults barred list check if necessary. A person who is included in the children or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

How to apply

All applications must be made via SAM Recruit, using the Trust's application form. Please use the following link to apply:

https://www.bebington.coopacademies.co.uk/vacancies

We'd love to show you why our Academy is such a vibrant place to lead and innovate. If you're curious about our vision, or if you simply want to see our facilities in action, please contact kate.cryer@coopacademies.co.uk

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Interview timetable

Closing Date: 15.10.26

Interviews: 16.10.26

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.
- A 2 week October half term.

Co-op Academies Trust

One Angel Square; Manchester; M60 0AG

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