INSPIRES MAT

TEMPLARS ACADEMY

Administrator (Fixed term contract) Required - asap

Inspires MAT are seeking an exceptional Administrator to work in our busy school office. Please note that this is a fixed term contract to cover the absence of a substantive postholder.

This position is for 15 hours per week. The working pattern will be Monday to Friday 9.30am – 12.30pm, (includes a 1/2 an hour lunchbreak). Term time only plus non-pupil days, salary Scale 3, point 5, starting salary £9080 per annum. This position is initially fixed term.

Applicants should have good word processing skills and be computer literate (Word, Excel and Publisher) with knowledge of SIMS desirable. **It is an expectation that candidates hold GCSE grades A- C, or equivalent, in both Maths and English.**

You should have good interpersonal skills and be first aid trained or willing to undertake a First Aid course.

Templars Academy is a school that displays excellent team ethos, individual support, professional development and wonderful children to lead. We require someone who is committed, enthusiastic, organised, a multi-tasker who is highly motivated.

We firmly believe in supporting every staff member in their well-being and career development – ensuring we provide the best provision for all our team.

Working in the front office, this position is the first point of call for visitors, so a cheerful personality is a must. We strive to build excellent relationships with our parents, pupils and the wider school community, so the ability to listen and the desire to help are also essential to the role.

The individual must have the ability to work under their own initiative and be able to work calmly under pressure. He/she must also be organised in their working practices, whilst understanding the need for tasks to be put aside when something needing more immediate attention arises. Confidentiality is of paramount importance

Visits are warmly welcomed, please contact the school office on 01376 513477 to arrange a visit to Templars Academy.

Inspires Multi-Academy Trust are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;

- Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

and expects all staff, volunteers and other workers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

Closing date 16th November 2026

Job description

Job Title	Administrator
Grade	Scale 3
Reports to	Headteacher/Head of School/CEO/COO, Senior Administrator
Liaison with	Headteacher/Head of School/CEO/COO, Senior Administrator, Other Staff, Pupils, Parents, External Agencies, Visitors, ECC staff, Trustees
Job Purpose	To provide effective and efficient clerical and welfare support to the school

Duties

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary
- To liaise with parents regarding pupils' sickness/injury
- To assist with visits of nurse, dentist etc
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book in line with reception Procedures
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- Sending of outgoing post and sorting incoming post, including the purchase of stamps
- To provide general clerical support as required
- To assist with the monitoring and maintenance of stock
- To assist with the administration of school visits in liaison with the teaching staff
- To undertake routine data input and typing
- To assist with lost property

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Inspires MAT Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- To abide by the Inspires MAT Staff Dress Code at all times.
- As part of the Inspires MAT you may be required to work or attend at any of the other schools in the trust.
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher/Head of School/CEO/COO to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION – Clerical/Admin 'D' (Special)

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	General understanding of the operation of a school
	Literacy	Good reading and writing skills – GCSE A-C or equivalent
	Numeracy	Ability to count and undertake basic calculations, GCSE A-C or equivalent
	Technology	Ability to use photocopier Ability to use word processor
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role