RECRUITMENT PACK
Farnham Academy

Administration Assistant
(Maternity Cover)



Our Trust



I am proud to welcome you to Impact Education. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale, Kirklees and Bradford, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality and inclusive education that impacts positively our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share, and learn from each other and the wider system through agile professional learning communities. They have access to high-quality professional development through our **Institute of Learning**. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected, and happy in their work.

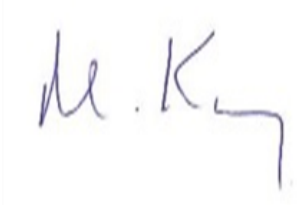
Our **values** of **Heart**, **Mind** and **Connect** underpin everything we do, and our **core principles** articulate how we will live these out across our Academies.

We have entered an important phase of our continued development having undertaken the process of merging with Pennine Academies Yorkshire, who share a strong commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs.

This partnership has created one of the largest non-faith Trusts in West Yorkshire, with 18 academies, 8,200 pupils, and over 1,200 staff. Rooted in shared values of inclusivity, collaboration, and excellence, this is a natural partnership and an exciting time to be joining our Trust.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,



Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact Trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be able to access a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

In addition, we offer the following incentives:

- Salary Sacrifice Car Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members

For further information about Impact Education MAT, please visit our website:
www.i-mat.org.uk

Farnham Academy

'Together we discover, believe & achieve.'

On behalf of myself, staff and pupils, I would like to thank you for your interest in Farnham Academy – a happy place where every child is valued, nurtured and celebrated.
Farnham Academy is not only an exciting place to work but is at an exciting place in its journey. Situated in inner city Bradford, we are a 2-form entry school and we currently have 460 pupils on roll which includes our nursery provision for 3 year olds.

The Farnham Curriculum is currently going through an exciting period of transformation. If you were to join us now, you would be in a position to truly shape the learning experiences you give your pupils through a curriculum that is exciting and relevant. Our pupils want teachers and leaders who are motivated and willing to make everything they do count. They want exciting lessons with resources that are of a high quality where they can enjoy learning and prepare for the future. Our dedicated and caring staff are committed to providing an inclusive, high-quality education for all children. The whole team works hard to remove barriers to learning so that all children can participate in a full and rich curriculum.

Behaviour at Farnham is good. We encourage all children to be kind, love learning, work hard and relish the challenges that new learning brings whilst making the happiest of memories. There is a culture of high expectations of both learning and behaviour and we place an emphasis on developing relationships where children and staff are respectful towards each other and value diversity. We have a strong commitment to achieving the best possible outcomes for all, preparing pupils to take their place as responsible citizens in modern Britain.

Our website will provide you with a snapshot of our school but if you have any further questions please do not hesitate to contact me if you have anything you wish to discuss. It's important you apply to somewhere you feel you can make a positive contribution and can flourish. I would strongly recommend a visit to the school where I would be happy to show you around and answer any questions.

I wish you every success in your application.

Best wishes

Samantha Keenan
Headteacher

Job Description

Post:	Administration Assistant (Maternity Cover)
Salary:	Scale 3, SCP 5-6 (FTE £26,427 - £26,847)
Actual Salary:	£22,462
Hours:	37 hours | Term Time Only
Contract:	Fixed term for 6 months from January to June 2027
Start Date:	January 2027
Closing Date:	Monday 23 November 2026 at 9am
Interview Date:	TBC

Core Purpose

- To provide routine general clerical and administrative support to the school.
- Responsible to the Operations Manager who will provide formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.
- To maintain the confidential nature of information relating to the school and its pupils, parents and carers.
- May from time to time be required to undertake other duties directed by the Headteacher.

Duties and Responsibilities

ORGANISATION

- Undertake reception duties, answering telephone calls and face-to-face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after unwell pupils, liaising with parents/staff
- Assisting with arrangements for visits by school nurse, photographer etc.
- Assist with arrangements of school events.
- Preparing refreshments and clearing away.
- Checking deliveries and ensuring all items have arrived

ADMINISTRATION

- Provide routine clerical support e.g., photocopying, filing, emailing, complete routine forms, sort and distribute mail
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Undertake routine administration e.g. registers/school meals/ParentPay/Arbor
- To be responsible for booking of trips
- To be responsible for ParentPay with other members of the admin team
- Support the Operations Manager with HR administration

- To be responsible for the library software and ensuring books are booked in and out of the library

RESOURCES

- Operate office equipment e.g., photocopier, computer
- Arrange orderly and secure storage of supplies

RESPONSIBILITIES

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- To support the office with admissions for nursery and main school
- To deal with new starters and leavers on the Arbor System
- To use initiative and take on processes and procedures independently

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	• GCSE English and Maths Grade C or above or equivalent • Willing to undertake training as required	• NVQ Level 3 Business & Administration or equivalent qualification or able to demonstrate equivalent skills • Other relevant qualifications relating to the post • Health and safety qualification, eg. First Aid	• Application • Certification
Experience	• Experience of significant admin duties and working in an office environment and effective team • Strong ICT skills and experience with software packages, eg. Microsoft Word and Excel • Excellent organisational skills and time management	• Working in a school office setting, dealing with parents, other schools and support agencies • Experience of working with primary aged pupils with special needs including emotional and behavioural difficulties	• Application • Interview • References
Knowledge and skills	• Understanding of the basic principles of customer care and providing an efficient service • Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post • Ability to relate well to pupils and adults and to work as part of a team • Ability to take responsibility and work autonomously within agreed boundaries and expectations	• Understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs • Awareness of safeguarding issues • Awareness of child development	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Values-aligned & resilient • Flexible and positive attitude • Motivated and enthusiastic • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy	• Ability to think clearly and remain calm in emergency situation	• Application • Interview • References

How To Apply

To apply, please visit MyNewTerm at the following link:
https://mynewterm.com/jobs/144862/EDV-2026-FA-38642

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.