



# iet

isle  
education trust

## Candidate Information Pack

Senior Administrator  
Alkborough Primary Academy

**klpa** kilton lindsey  
primary  
Academy

**bspa** burton upon stather  
primary  
Academy

**apa** alkborough  
primary  
Academy

**ca** coritani  
Academy

**eпа** epworth  
primary  
Academy

**sa** south  
axholme  
Academy





# About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can ***inspire excellence together*** and are a place where ***communities matter*** and ***individuals thrive***.





# Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,



**Sarah Sprack**  
CEO, Isle Education Trust





# Welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in joining our vibrant school community here at Alkborough Primary Academy. We are a small team where passion for learning, creativity, and genuine care for children is at the heart of everything we do.

Alkborough is a small, nurturing school nestled in a beautiful village setting. We pride ourselves on our warm, inclusive atmosphere where every child is known, valued, and supported to thrive. Our pupils are curious, enthusiastic, and full of character—and our dedicated staff work tirelessly to ensure they experience an education that is both broad and enriching.

We believe in fostering a culture of collaboration, kindness, and high expectations. Our staff are not only committed professionals but also supportive colleagues who share a collective goal: to help each child flourish academically and personally. Whether you're leading learning in the classroom or shaping the wider school experience, Alkborough is a place where your ideas, talents, and values truly matter.

If you're seeking a role where you can make a meaningful difference while being part of a caring and ambitious team, we'd love to hear from you.

Warm regards,



**Michelle Garlick**  
Chair of Governors



## About the Academy

Nestled in the historic village of Alkborough—where the ancient landscapes of Julian's Bower and sweeping views of the Trent, Ouse, and Humber converge—our school stands as a proud steward of tradition and progress. The village's rich tapestry, from its Anglo-Saxon roots to its role in England's early Christian history, inspires a sense of identity and wonder that we lovingly pass on to our pupils.

At Alkborough Primary, we blend this deep local heritage with a forward-thinking ethos. We are a small but vibrant community where children are known, nurtured, and celebrated as individuals. Our values—kindness, curiosity, resilience, and respect—shape the way we learn, the way we grow, and the way we connect with one another and the wider world. We believe that education flourishes in a warm, inclusive environment. Here, learning is not just academic—it's personal, creative, and rooted in real life. Staff, children, and families work together to ensure every child flourishes not only as a learner, but as a thoughtful, confident member of society.

Alkborough Primary School is more than a place of learning—it's a place to belong.







# Job Description

Job Title	Senior Administrator
Salary	£24,790 FTE
Job Details	Term Time Only 18.5 hours Permanent
Location	Alkborough Primary Academy
Required	September 2025
Application Close	09:00 Wednesday 16 <sup>th</sup> July
Interview Date	Wednesday 23 <sup>rd</sup> July

## Job Purpose

To work under the direction of the Trust’s central team and the head teacher to ensure day to day admin and basic finance functions are completed.



# Job Description

## Business Administration

- Responsible for the administration support for Alkborough Primary Academy
- Word processing of letters, memoranda, minutes, reports, scanning and sending information electronically
- To be responsible for ensuring that all returns are completed and submitted within specified time allocations to the appropriate body (overtime, supply returns, sickness absences, Census, attendance)
- Files, update and retrieves information electronically
- Maintains confidential pupil records, both electronically and on site
- Responsible for preparations of individual reports for a wide range of professionals
- Responsible for all transport needs, liaising with staff, parents, when appropriate private hire firms and education transport
- Organise the booking of training/conferences for staff at CA and where appropriate arrange transport
- Responsible for organising of Academy trips and events including all administrative, booking venues, transport etc.
- Maintain a record of and order school lunches for students.
- Maintains the Academies' MIS and attendance system
- Answer routine queries from staff, pupils, parents and general public
- Take minutes of meetings
- Design promotional material for the Academy such as flyers, referral forms, pupil, parent/carers consent forms
- Maintain all student assessment records

## HR and Staff Well-being

- Maintain staff HR and CPD records
- Update SCR

## Finance

- Manage all finance aspects of the Academy in liaison with Trust team
- Input orders and maintain finance system
- Administer petty cash and credit card facility
- Chase non payment of invoices from provision.
- To manage income through banking/collecting of monies and ensuring correct paperwork is completed in the Academy. Monies can be generated through external candidate examination fees, petty cash, dinner monies, postage and other regular payments
- Responsible for ensuring all routine purchases/invoices/sundry debtors and payment vouchers are correctly processed, recorded and reconciled in accordance with central policy on a daily basis and ensuring best value is obtained at all times.
- Purchase stores and equipment in line with the best value policy.



# Key Responsibilities and Accountabilities

## We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.



- Liaise effectively with staff, students, parents and governors.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Ensure compliance with data protection laws and safeguarding procedures.
- Carry out any other duties as directed by your Line Manager as may from time to time be agreed in accordance with the nature of the job described above.

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



# Person Specification:



Qualifications	Essential	Desirable
Good literacy & numeracy skills (Level 3)	A	
Further academic qualifications relevant to post		A
First Aid Qualification		A
Experience	Essential	Desirable
Experience of working in an educational setting or similar environment		A
Experience of working with young people aged 11 to 18		A
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection		I
Knowledge of School Management Information Systems		A
Experience of Microsoft software packages (Word, Excel, Publisher)		AI
Experience of running exams		AI
Knowledge and Skills	Essential	Desirable
Proven administration and organisational skills.	AI	
Knowledge of financial monitoring and reporting procedures, manual and computerised.	I	
Knowledge and understand of the importance for good procurement practice, principles and benefits for orders.	AI	
Knowledge of financial management and system – managing resources and budgets.	AI	
Knowledge of exam boards and exam entries.	AI	
Ability to work under pressure, prioritise and meet deadlines	I	
Ability to work independently and to show initiative	I	
The capacity to inspire and motivate others – both adults and students		I
Ability to use ICT effectively to support learning		A



Personal Qualities and Essential Attributes	Essential	Desirable
A desire to work with young people and to support their education and achievements	A I	
A professional approach in both manner and physical appearance	I	
Able to demonstrate discretion, confidentiality and commitment	I	
Able to liaise sensitively with parents/carers recognising their role in the student's learning	I	
Enthusiasm, determination and insistence on high standards	I	
Flexible and good humoured approach	I	
A proven track record of excellent attendance and punctuality	A	
Ability to supervise staff.	I	
High expectations of self and others	Essential	Desirable
A flexible and adaptable approach	A I	
An innovator with the desire to continue to learn	A I	
Resilience and the determination to be successful within this role and ambitious for the Academy and its students	I	
Safeguarding Students	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people	I	
Equal Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	I	

#### KEY

A = assessed through the application process

I = assessed through the interview process





# Trust Benefits:



## Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



## Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



## Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



## Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



## Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



## Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



## Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.





## Appointment Process

### How to apply

To apply for this post, visit the IET website:

**Isle Education Trust - Vacancies**

Please note that the personal statement you provide as part of this process must be **no longer than 1000 words.**

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.