Edison Pace School
Providing young people with a brighter future

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Headteacher: Mrs N Hadfield

Dear Applicant

Vacancy for the post of Lead Administrator

Welcome to Edison Pace School and thank you for your interest in the above position. This role offers a unique opportunity to work within a very experienced, successful and thriving team.

This pack contains information about the school - current position, the job, our expectations of the successful candidate and a job description. It also includes DBS and Data Protection information.

Your letter of application/supporting statement (towards the end of the application form) should be no longer than two sides of A4. Please ensure that you provide full details of your qualifications, employment (paid or voluntary) and the skills and interests you have that would equip you to undertake this role.

To be considered for this position, your completed application form must be received by the school by the deadline of **15:00 - 7th December 2026**. Commencement of this role will be as soon as possible.

Edison Pace School is committed to the protection and safety of its students and operates a safer recruitment policy. An appointment will be subject to an enhanced disclosure and barring service check.

If you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully



Mrs N Hadfield
Headteacher

Job description for the post of: Lead Administrator

Job details

Salary: Dependent on qualifications and experience

Hours: Monday to Thursday 8.00am – 4.00pm and Friday 8.00am – 3.00pm

Contract type: Full-time, Permanent, Term Time plus 4 weeks

Reporting to: School Business Manager

Main purpose

The Lead Administrator is responsible for overseeing the daily administration of the administrative and reception services across both school sites. This includes line managing administrative staff and ensuring that staff are appropriately supported, trained and developed and that administrative processes and systems are effective, consistent and fit for purpose.

The postholder will work closely with the School Business Manager, providing high-quality administrative support and contributing to the overall organisation and effectiveness of the school, including the management of recruitment and onboarding processes.

The successful candidate will demonstrate excellent organisational, communication and interpersonal skills, together with the ability to work flexibly and sensitively within a specialist educational environment.

Duties and responsibilities

Management of the Administrative Team

- To oversee the day-to-day administrative function of the school office across both school sites, ensuring functions are efficient
- To line manage members of the administrative team, providing direction, guidance and support
- To supervise and train the administrative team as appropriate, developing expertise on systems and processes to support their professional development
- Identifying and implementing efficiencies in time and working practices

General School Administration and Organisation

- Develop, maintain and review administrative procedures and systems to improve efficiency and consistency.
- Provide personal, organisational and administrative support for the Senior Leadership Team and Governing Body as required.
- Ensure administrative processes are undertaken in accordance with school policies, procedures and relevant statutory requirements.
- Responsible for the efficient running of the school's photocopiers and other office equipment
- Organise and co-ordinate school visits, meetings, events and other activities, liaising with internal staff and external visitors as required.
- Ensure effective communication and information sharing between the two school sites.

Reception and Communication

- Support the effective running of the school reception function, ensuring visitors, parents/carers, professionals and other stakeholders receive a welcoming and professional service.
- Provide reception and administrative cover when required.
- Ensure telephone calls, emails and general enquiries are dealt with promptly, professionally and appropriately.
- Ensure visitors are managed in accordance with the school's safeguarding, signing-in and visitor procedures.
- Maintain confidentiality and exercise discretion when dealing with sensitive information relating to students, families and staff.
- Ensure professional and effective communication between the school office, teaching staff, parents/carers and external agencies.
- Managing the school's MIS platform/communication tool (Arbor)

Safer Recruitment Processes, Onboarding and Staff Induction

- Managing the school's recruitment process from placing advertisements, coordinating interviews and communicating with candidates.
- Arrange interview schedules, prepare interview documentation and support interview administration.
- Provide administrative support throughout the recruitment and selection process.
- Support the onboarding and induction of new employees, ensuring relevant paperwork and administrative processes are completed.
- Coordinate the collection and recording of new starter documentation and liaise with relevant colleagues to ensure appropriate pre-employment checks are completed and recorded.
- Assist with the organisation of staff induction arrangements, ensuring new employees receive relevant information, documentation and guidance.
- Maintain accurate and confidential personnel records in accordance with school procedures and data protection requirements.

Purchasing, Ordering and Stock Control

- Oversee the school's ordering and purchasing administration procedures, ensuring orders are processed accurately and efficiently.
- Monitor ordering requests and ensure these are authorised in accordance with the school's financial procedures.
- Check deliveries and goods received against original purchase orders, identifying and resolving discrepancies, shortages or damaged items.
- Ensure delivery documentation and associated records are maintained accurately.
- Liaise with suppliers regarding orders, deliveries, returns and queries.
- Monitor general office supplies and school administrative resources, ensuring appropriate stock levels are maintained.
- Assist with monitoring of allocated budgets

Safeguarding, Confidentiality and Compliance

- Maintain a strong understanding of the school's safeguarding policies and procedures and ensure these are followed within the administration function.
- Recognise that safeguarding is everyone's responsibility and act appropriately on any concerns relating to the welfare or safety of pupils.

- Ensure student, parent/carer and staff information is handled securely and confidentially in accordance with UK GDPR and the Data Protection Act 2018.
- Ensure administrative records are maintained accurately and in line with school policies and statutory requirements.
- Maintain professional boundaries when communicating with students, parents/carers, visitors and external professionals.
- Comply with all school policies relating to safeguarding, health and safety, confidentiality, information security and professional conduct.

General Responsibilities

- Work collaboratively with colleagues across both school sites to support the effective operation of the school.
- Promote the school's ethos, values and expectations at all times.
- Demonstrate flexibility and adaptability in responding to the changing operational needs of the school.
- Undertake appropriate training and professional development as required.
- Maintain a professional, positive and solution-focused approach.
- Undertake any other reasonable duties commensurate with the responsibilities and level of the post, as directed by the School Business Manager or Headteacher.

Personal Specification for the post of: Lead Administrator

CRITERIA	QUALITIES
Qualifications and experience	• GCSE (or equivalent) in English and Maths • NVQ3 in Business Administration or equivalent qualification in a relevant discipline • Experience of working in a similar role within a school or educational setting is essential • Line management experience is desirable
Skills and knowledge	• Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Flexible and adaptable approach to working with changing priorities, providing support at both sites at short notice • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative, with minimal supervision and direction and act accordingly • Excellent attention to detail • Competent use of IT packages including word processing, spreadsheets, presentation software and the school MIS system (Arbor) • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Knowledge of safer recruitment practices and procedures • Understanding of safeguarding

Personal qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all students • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Ability to embraces change well • Ability to deal with difficult situations effectively

About Edison Pace School

Edison Pace School is an independent specialist provider of education. We are a trauma-informed provision for young people aged 7 to 18 who exhibit a range of complex needs. We are proud to break down barriers to learning by understanding the impact of trauma, embracing neurodiversity, and fostering resilience. Every young person will thrive, and step into their future with confidence and hope.

Our class sizes are small (maximum 6) with high staff ratios. Each young person has an allocated key worker. Additionally, we have dedicated pastoral support staff and external professionals for additional therapeutic support. We offer calm, low-arousal classrooms, and sensory regulation areas.

We believe the word 'curriculum' is to be interpreted in its widest meaning. It is every planned learning experience as a member of our school community, both formally within a lesson, and informally outside the classroom, embedded throughout the whole school day. It includes the extensive offer of planned activities to promote learning, personal growth and development. Teachers, instructors and support staff structure experiences to ensure the maximum positive impact on attainment, progress and personal development. Every young person has the right to succeed, and we are committed to being the difference to our young people, providing them with a brighter future.

At Edison Pace School, every young person is welcomed into a safe, nurturing community where they are supported to thrive. Our offer is driven by trauma-informed practice, an understanding of neurodiversity, and a commitment to helping every young person grow with confidence and hope. No matter their background, strengths, or challenges, every young person is shown warmth, understanding, and an unwavering belief in their potential. We create an inclusive community where every young person is seen, valued, and empowered to step into their future with confidence and hope.

Our trauma-informed approach ensures we develop trusting, authentic relationships with our young people. We achieve this within our small groups, high staffing ratios and a relationship centred approach to our teaching and delivery. We prioritise predictability, structure and trust, creating a setting where young people feel safe, understood, and ready to learn. All staff are trained in trauma, attachment, Autism, ADHD, Zones of Regulation, restorative practices and other specialist training dependent on our cohort

and individuals' needs. We understand that additional needs such as Autism, ADHD, experiences of ACEs (adverse childhood experiences), and trauma significantly impact a young person's development across social, emotional, cognitive and physical domains. The effects are often cumulative, meaning more experiences of adversity or co-occurring conditions can lead to greater challenges.

Edison Pace School safer recruitment procedure:

Edison Pace School is committed to safeguarding and promoting the welfare of all students. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of disclosure required: **ENHANCED.**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 (as updated in 2023). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Edison Pace School is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from **Criminal Record Support Service.**

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Any information will be treated with the strictest confidence, and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of four months (which may, in certain circumstances, be extended by up to a further two months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Our recruitment processes

At Edison Pace School we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses. We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The application processes

To apply for this position please go to the advertisement for this post.

Unfortunately, due to the substantial number of applications that we receive, we are sometimes unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend an interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

The interview processes

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID. These are checked by HR on arrival at reception. Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Data protection statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2018.