

TRINITY

SIXTH FORM



**General Administrator
Applicant Pack**

General Administrator

Scale 3 (Points 5-6)

20-30 hours per week (3-4 Days), Term Time Only +13

Actual salary: £12,641.47 - £12,842.38 per annum (based on 20 hours)

Actual salary: £18,962.21 - £19,263.57 per annum (based on 30 hours)

Fixed Term Contract to 31 December 2027

Work with us

Trinity Sixth Form Academy is an academic sixth form college in the centre of Halifax, part of Trinity Multi-Academy Trust. We teach A-Levels and Applied General courses to around 1,000 students, and our ambition is to be one of the strongest providers in the country for student progress and destinations.

This pack is for anyone considering applying to us. It sets out what we have achieved, how we work, and what we do to make this a place people stay. As an expanding college this is an exciting time to join us with opportunities on the horizon.

We are now looking for an organised, welcoming and reliable General Administrator to join our team. You will often be the first person students, families and visitors interact with and the person colleagues rely on to keep the college running smoothly.

Interview Details	
Closing Date:	07:00am Monday 02 November 2026
Interviews:	Thursday 05 November 2026
Start Date:	Tuesday 05 January 2027
End Date:	Friday 31 December 2027

How to apply

For further information about this role, the benefits of working for the trust and how to apply, visit our recruitment website; [Click here!](#)

For an informal conversation about this role, or to arrange a visit before applying, please contact our team at contactus@sixth.trinitymat.org or on 01422 240 033. We welcome visits and would much rather you came to see us first.

Within this Pack

- What are we looking for?
- What we can offer you?
- Development that belongs to you
- Workload and Wellbeing
- Our Students
- Job Description & Person Specification

Click the link to
take you to the page

A welcome from the Principal

Thank you for taking an interest in working with us.

I am proud of this college. Proud of what our students achieve, but more than that, proud of how we have got here; as a community, over a number of years, together.

What I hope you notice when you visit is that Trinity feels like something bigger than any one of us. That matters to me a great deal. Every student and every member of staff should feel they are part of something positive, something unique, and something larger than themselves. Culture is our greatest strength, and culture is not built by policies or strategies. It is built by people, which is why who we appoint to any role, in any part of the college, matters so much.

If that sounds like the sort of place you want to work, I would be delighted to meet you. Good luck with your application.



3.9 / 5	4.5 / 5	Below national
Staff survey score, against a national average of 3.6	Staff rating for student behaviour	Staff turnover, for a second consecutive year
3	94.3%	Strong
National awards for student experience in 2026	2025 Student attendance, well above the national figure	Our recent Ofsted result rated us Strong across all areas

What are we looking for?

- 4 or more GCSEs at Grade 5/C or above (or equivalent) including English and Maths.
- Experience of working in a similar office or administrative role.
- Excellent communicator.
- Experience of note taking and arranging meetings.
- Highly organised with the ability to manage own workload, prioritise and meet deadlines.

What we can offer you?

- Full support from a dedicated team of senior leaders and a large pastoral team
- Outstanding student behavior with a first-class behavior for learning system
- Excellent teaching resources and world class facilities
- A chance to change the lives of young people from deprived socio-economic backgrounds
- The opportunity for training and development
- A range of staff benefits, including a Cycle to Work scheme, reduced cost health cover, Zurich support services and Halifax town centre parking

You must be fully committed to optimising the opportunities that are available young people, secure in the knowledge that you will be joining an ambitious forward-thinking Academy Trust that sets the standards for our family of schools and academies.

Development that belongs to you

We invest in support staff as seriously as teachers, because every role shapes our students' experience.

- **A full induction** into our systems, safeguarding procedures and the way we work.
- **Training you choose.** The trust offers online courses including time management, resilience, conflict resolution, speaking confidently and mental health awareness.
- **Appraisal focused on growth.** Performance management is designed to build your skills and help you progress.
- **Support for qualifications.** Through our apprenticeship levy, Trinity Sixth Form Academy has already furthered many staff members careers.
- **A wider role if you want one.** Large amounts of our support staff often move onto other roles within the building.
- **Routes across the trust.** As part of a family of many academies, Trinity MAT offers genuine progression into senior administrative, specialist and business support roles.



Workload and Wellbeing

Most employers say they care about workload. We would rather show you a sample of the specific things we have removed, reduced or protected, because these are the commitments you can hold us to.

What we have done	What it means day to day
No out-of-hours email expectation	A written 24-hour turnaround within the working week only. Senior leaders model it, consistently.
Every commitment on the calendar	All meetings and evening events are published from the start of the year. No hidden expectations.
Open evenings reduced	From three to two, with any additional coverage handled by key leaders rather than all staff.
Flexible working taken seriously	Every request to date has been given full consideration and the vast majority have been granted.
Investment in the working environment	Including dimmable lighting in staff workrooms, made in direct response to staff feedback.
A trust-wide Well-being Charter	Mental health first aiders, a staff wellbeing committee and access to counselling and occupational health.
Your voice in decisions	Staff views are gathered through surveys, wellbeing champions and meetings, and leaders explain how decisions were made.
Hard work recognised	Staff reward and thank-you events, plus social and celebration events across the college and trust.

We are not claiming to have solved workload. It remains the area our staff score us lowest on, and it is the explicit focus of our People Strategy. We would rather tell you that than pretend otherwise, and the score has moved in the right direction two years running.



Nationally recognised for what our students say

In 2026 Trinity Sixth Form Academy was named a national winner in three secondary categories of the Edurio Awards. The awards are based purely on national survey data, with no application or submission process, and each category recognises the ten highest-scoring schools and colleges in the country.

Award	Based on the student question
Pupil Choice Award	How likely would you be to recommend this school to another pupil?
Pupil Engagement Award	How often do you find what you learn at school interesting?
Pupil Feedback in Action Award	How valued do you think pupil opinion is in your school?

- We won two of these categories nationally in 2025 as well, along with regional recognition for Yorkshire and Humber, so this is sustained rather than a single good year.
- Our students rated the college 3.9 out of 5 against a national figure of 3.4 and scored us above national on every survey module.
- Parents rated the college 4.1 out of 5 against a national figure of 3.7, again above national on every module.
- The Senior leadership team also won the Silver Award at the Pearson National teaching Awards in 2025.

Where our students go

Progression to higher education has risen from 59% in 2022 to 72% in 2026, consistently ahead of the national picture, alongside a growing apprenticeship route.

- 72% of leavers progressed to higher education in 2026.
- Every Medicine and Dentistry applicant in 2026 secured a place.
- Our Trinity Scholars programme has supported 24 students into the most selective universities and courses since 2022, with our strongest conversion rates to date in 2026.
- A quarter of our students progressed to Sutton Trust top-30 universities, up from 22% the previous year.
- Apprenticeship destinations included finance, childcare, business, engineering and education.



The students you would be working with

- Attendance has improved for five consecutive years and sits above national figures for both A-Level and vocational students.
- Our staff rate student behaviour at 4.5 out of 5, our highest-scoring area in the staff survey.
- Students commit to professional standards of mental toughness, attention to detail, work ethic and integrity, and to a set of civic virtues that run through the curriculum.
- Independent study is taught and tracked, not assumed. Completion rates reached 88% last year.
- Every student has a Personal Progress Tutor and belongs to a house named after a Halifax landmark, with dedicated weekly time for academic and pastoral support.
- Student voice is genuinely acted on. That is precisely what the national awards recognise.



Beyond the classroom

- Fifty-five enrichment activities ran last year, with 100% student completion, and the offer continues to grow.
- International trips included two Turing Scheme visits and a World Challenge expedition, with destinations including USA, Morocco, Italy, Malta, Spain, Andorra and Barcelona. Eight trips are planned for 2026-27.
- Our Personal Leadership Group runs student-led work on diversity, charity, mental health, sport and the environment.
- Every subject works with external stakeholders, from universities and employers to alumni, as part of our skills strategy.



Job Role:	General Administrator
Job Scale:	Scale 3 (Points 5-6)



Core Purpose

- To work as part of a team, providing a range of administrative support for internal and external customers
- To support the development of effective and efficient administration services
- Providing front of house/first point of contact services to visitors, parents, governors, students and staff
- To provide administration support services to contribute to the delivery of teaching and learning across the academy

Reporting to:	Academy Systems Lead
----------------------	----------------------

Main Responsibilities

1	To work as part of a team to provide customer focused services and a high quality, efficient administration support, using a range of IT packages and general office skills.
2	To deal with enquiries from internal and external customers.
3	To prioritise work to meet conflicting deadlines.
4	To undertake administrative duties including; preparing correspondence; managing meeting rooms, dealing with hospitality and arrangements for attending conferences, raise orders and monitoring stock supplies.
5	To collate and prepare information from a variety of sources, including inputting and retrieving data using databases, or other applications.
6	To communicate effectively with internal & external customers in relation to work undertaken.
7	To work with others to help improve work organisation and effectiveness.
8	To maintain accurate records and track progress of work.
9	To assist in the training of new team members.
10	To undertake any other administration duties to ensure the delivery of high quality teaching and learning.

Other Specific Duties:

- To continue personal professional development as required.
- Attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the academy, students, parents and staff.
- To adhere to the Academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
- Undertake the role of a Form tutor within the academy's pastoral structure, and provide relevant and appropriate pastoral support.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Employee Name:

Date:

Signature:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	• 4 or more GCSE's at grade C or above, including English and Maths (or equivalent) • Evidence of experience in a similar, office or administration role • Experience of working to deadlines • Experience of note taking and arranging meetings • Experience of using databases, word processing and a range of other IT packages	• Experience of working in a school environment (understanding of safeguarding and Child Protection issues) • Experience of Bromcom
Knowledge & Understanding	• Knowledge of administration systems and general office procedures • Understanding of filing, storage and archive systems and procedures	• The potential uses of data to support efficiency
Skills & abilities	• Ability to communicate and negotiate effectively to a range of audiences (internal and external) through strong inter-personal, written, oral and presentation skills • Sound judgment and ability to make decisions based on understanding of relevant information • Able to prioritise work and to manage work to meet tight deadlines • Adaptability to changing circumstances/ideas • Work as an effective team member and apply given instructions • Customer service skills • Able to apply written and verbal instructions • Able to organise, plan and complete tasks • Able to work in a school environment, around children and young people • Able to work as part of a team • High personal standards and able to provide a role model for students and staff • Seek support and advice when necessary	• Negotiate and consult fairly and effectively • Deal sensitively with people and resolve conflicts • Able to develop and maintain effective communication systems
Personal Qualities	• Adaptability to changing circumstances/new ideas • Ability to inspire confidence in staff, students, parents and others • Reliability and integrity and a commitment to confidentiality	• Determination to succeed and the highest possible expectations of self and others • A commitment to inclusive education