JOB DESCRIPTION & APPLICATION PACK

School Administrator



The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow

BRANCHES
Education Group

www.branches-education.org.uk

Branches Education Group Welcome to Your New Beginning

Inspiring Growth. Nurturing Potential.
Transforming Futures.

A Warm Welcome

Welcome to Branches Education Group — a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together.

Whether you're joining The Willows School or Silver Birch School, your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.



Who We Are

Branches Education Group is home to four specialist schools and a virtual school:

The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow

PRIME
Pupils Re-engaging in Mainstream Education

Our Vision

To create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

Our Values

Compassion
We meet every child where they are.

Consistency
We build trust through structure, routine, and strong relationships.

Creativity
We think beyond traditional teaching, finding what works for each learner.

Collaboration
We grow stronger when we work together — as colleagues, families, and communities.





What We Offer

Career Growth & Opportunities – We're expanding, which means more pathways for you to grow too!

- Comprehensive Induction & Training – Including Safeguarding, First Aid, CPI, PACE, Attachment & Trauma training
- Supportive Team – You'll be working with a skilled, encouraging, and friendly staff group
- Refer a Friend Bonus
- Blue Light Card – Enjoy discounts on lots of everyday favourites!
- Company Pension Scheme
- Free On-Site Parking

SIX Reasons Why to Join Our Team

1) Inspirational management team that genuinely cares about both pupils and staff wellbeing.

2) Opportunities for personal growth and development due to the family size feel of the school and its independent structure.

3) A real chance to build a work/life balance in what can be a challenging profession with reduced paperwork and bureaucracy.

4) Small class sizes ensure more focused learning with pupils to really be able to make a difference to their attainment.

5) About to achieve transformational outcomes for families through innovative practice that is based a holistic approach.

6) Genuine professional autonomy.

School Administrator

Role Type: Permanent, Term Time
Reports To: Headteacher
Salary: TAKE HOME - £26,000.00-£28,000.00 per annum
FTE - £30,397.26 - £32.698.85 per annum
Hours: Monday – Friday 8.15-4.15 TERM TIME ONLY

Branches Education Group is a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together. Whichever school in our group you join your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.

Our Vision is to create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

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We are seeking an experienced, skilled and dedicated **School Administrator** to join our dedicated team at Maple School, Leeds.

<u>Administrative Duties</u>

- Reception duties, including enforcing our Visitor Policy and sign in procedures,
- Production of key documents including letters, handbooks, policies and memos in conjunction with Headteacher and Group HR and Operations.
- Set up and maintenance of filing systems
- Maintain strict confidentiality and process personal data in line with GDPR and company data protection policies
- Management of School bank account and expenses
- Record, compile, transcribe and distribute notes or minutes of meetings
- Follow up on action points to ensure deadlines achieved
- Maintain office supply inventories and order office supplies

- Resolve administrative problems and enquiries
- Co-ordinate and organise diary and schedule of Headteacher, organise and co-ordinate meetings
- Keep the Head Teacher fully informed about such matters as fall within the remit of the School Administrator.
- Manage posting on School Social Media Pages

Pupil Related Services

- Maintain accurate pupil attendance and lateness records on the MIS system each day,
- Support the Admissions process, including the Admission Register and liaison with Group office,
- Provide administration support for staff with pupil Annual Reviews/ Reports,
- Liaise with Local Authorities to resolve any issues with pupil transport arrangements,
- Compile and maintain pupil files and records. Refine systems for these functions as necessary.

Referral and Admissions

- To support the Head Teacher with the referral and admissions processes
- To assist with the admission and induction processes for new pupils, in conjunction with the Head Teacher
- To co-ordinate admission meetings in conjunction with the Head Teacher,
- To co-ordinate the admission file processes for new pupils, including sharing key information with staff

Staffing

- To compile and maintain staff records on Group database, developing new systems for these functions as necessary
- Oversee the staff sign in book and maintain accurate staff attendance records
- Highlight to the Head Teacher, areas of concern regarding staff attendance and timekeeping
- Facilitation of orientation and induction for new staff

Training and CPD

To support the Head Teacher with the training and CPD process for all staff which will include:

- Managing and maintaining training and CPD records for all school staff,
- Booking relevant training courses for staff, in line with Group policy,
- Taking part in relevant training; maintaining professional and technical knowledge as required,
- Support the organisation of INSET days.

Communication

- Collate correspondence (e-mail, telephone and written) from internal and external sources,
- Handle enquiries and complaints from external agencies and stakeholders,
- Facilitate communication between Group Office staff and the school/ wider company,
- Ensure correct escalation of any issues (particularly complaints, referrals, safeguarding issues).

General Expectations

In line with your professional role, we also expect you to:

- Act in a manner which displays the utmost confidentiality and respect of pupil and staff records
- Keep safeguarding as your highest priority
- Be aware of the Health and Safety implications of the role and adhere to any requirements of the Group/ School Health and Safety Policy and related procedures
- Attend school events, meetings, and other relevant activities as needed, this may be before or after school or during school holiday periods.
- Proactively inform the Head Teacher of any training or CPD needs. Career development and progression are important to us, and we will support your growth through regular appraisal and planning.
- Demonstrate commitment, enthusiasm, and integrity in everything you do.

Safeguarding – Safer Recruitment

This position is subject to an Enhanced Disclosure (DBS) check. Branches Education Group is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake thorough checks to ensure that the appointed candidate poses no risk of harm to children and young people. The post-holder is expected to uphold the Safeguarding and Child Protection Policy and report any concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL

Why Branches Education Group?

- Career Growth & Opportunities – We're expanding, which means more pathways for you to grow too!
- Comprehensive Induction & Training – Including Safeguarding, First Aid, CPI, PACE, Attachment & Trauma training
- Supportive Team – You'll be working with a skilled, encouraging, and friendly staff group
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Person Specification		
Criteria	Essential	Desirable
Qualifications/ Training	- GCSEs in Mathematics and English at Grade 4/C (or equivalent) - Minute taking	- Qualifications in secretarial or administrative subjects
Experience	- Minimum 2 years' experience in a busy office environment - Secretarial/Administrative experience - Experience liaising with outside agencies and organisations - Experience dealing with issues of a confidential nature	- Experience of preparing and controlling data and checking for accuracy - Data input experience, using multiple databases - Experience working in an educational environment
Specialist Knowledge	- Training in & strong working knowledge of Microsoft Office packages (Outlook, Word, Excel etc.) - Confident IT skills - Understanding of confidentiality and dealing with sensitive information appropriately - Competent in handling financial affairs and expenses	
Skills/Disposition	- Ability to work autonomously, planning and prioritising workload - Ability to work to tight deadlines and multitask when necessary - Ability to work as part of a team - Excellent written and verbal communication skills, pleasant demeanour - Attention to detail - Strong customer service skills	- Desktop Publishing
Personal Qualities	- Professional, helpful and friendly attitude with a diplomatic, confident and efficient manner	



Ready to Grow With Us?

If you're passionate, patient, and excited to help children with unique learning needs reach their full potential...
you'll feel right at home here.
We can't wait to meet you and watch you grow — just as we help our students grow, one brilliant step at a time.
If you think you'd be a great fit, please complete our Application Form, if you'd like to speak to someone, please reach out to:

hr@branches-education.org.uk

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