



Co-op Academy  
Grange

# Academy Administrator Candidate Pack

**June 2025**

## Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Our vision at Coop Academy Grange is that ***'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'*** This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



# Our Co-op Academies Trust

**Dear Applicant,**

**Thank you for showing interest in our academy and our Trust.**

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

**Best wishes,**

**Dr Chris Tomlinson** | Chief Executive Officer

# Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

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We strive to demonstrate the following ethical values in everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

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We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# Job Description and Person Specification

## Academy Administrator

Salary / grade range	Band 6 Full time - 37 hours per week - £22,569 - £24,056 Term time plus one week (40 weeks)
Location	Co-op Academy Grange
Reports to	Academy Administration Manager

### Purpose of role:

To provide an efficient and high quality administrative service which supports a wide range of key Academy activities and processes. Working closely with departments and other Academy functions to support the production of resources, facilitate examinations, maintain accurate student timetables and deliver academy events.

### Key accountabilities (and specific duties / responsibilities):

#### Administration

- To create and prepare resources for subject departments, pastoral teams and the academy leadership team.
- To maintain the Academy's systems and databases to ensure timetables and student data is accurate.
- To produce classroom displays and other materials under the direction of teaching colleagues.
- To prepare and distribute cover work to supply teachers, liaising with teaching colleagues and subject leaders.
- To maintain stocks and supplies for the team, ordering new resources as required.
- To use appropriate software to support the administration and distribution of timetables.
- To support Academy events, such as parents' evenings and open days.
- To support the academy with communication between the school, families and the community (emails, texts messages, phone calls, social media, website etc).
- To be a first point of contact for parents and students, escalating and signposting when appropriate and to provide regular cover for the Academy receptionist, when required.

#### Admissions and Exclusion

- To support the Academy Administration Manager with admissions and exclusions procedures, helping to ensure administration tasks are completed on time and in accordance with relevant policies.

#### Exams

- To support the Exams Officer with the coordination and facilitation of student examinations throughout the year, as required.

#### General

- To operate a student services reception desk during key periods in the Academy day - i.e. break/lunch times and after school, responding appropriate to student queries, signposting and escalating when required.
- To comply with all policies and procedures relating to child protection, health and safety, security and confidentiality.
- To contribute to the smooth operation of the Academy through the duty system.
- Develop positive working relationships with all staff.
- To engage actively in performance management review(s).
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the academy.
- Model Co-op Academies Trust's co-operative values and behaviours.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

#### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE Grade C or an equivalent qualification in Maths and English</li> </ul>		
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of administration in fast paced environment</li> <li>• Able to complete complex tasks with autonomy</li> <li>• Evidence of responding to queries in a professional manner</li> <li>• Able to effectively manage competing priorities.</li> <li>• Experience in a classroom environment</li> <li>• Working within an educational or service sector organisation.</li> <li>• Experience of working with young people and behaviour management</li> </ul>	Desirable	
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Excellent organisational and administrative skills</li> <li>• Excellent oral and written communication skills</li> <li>• Able to build relationships with young people and demonstrate sensitivity to the varying needs of students.</li> <li>• Excellent ICT skills and confidence when using systems.</li> </ul>		

<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> </ul>		
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Innovative and adaptable, with a proactive approach</li> <li>• Good team member, committed to collaborative working</li> <li>• Ability to set and maintain standards as a role model for students</li> <li>• Willingness to participate in the wider life of the school</li> <li>• Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.</li> <li>• A commitment to the child protection and safeguarding of children and young people.</li> </ul>		

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

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Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

## How to apply

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at [recruitmentsg@coopacademies.co.uk](mailto:recruitmentsg@coopacademies.co.uk) in the first instance.

The closing date for applications is: **9.00 a.m. Monday 7<sup>th</sup> July 2025**

## Interview timetable

Interviews will take place on: **Friday 11<sup>th</sup> July 2025**

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### What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

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**Co-op Academy Grange,**

Haycliffe Lane, Bradford, BD5 9ET

[grange.coopacademies.co.uk](http://grange.coopacademies.co.uk)

Telephone: 01274 779662

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