Diocese of Norwich
St Benet's
Multi Academy Trust

HARLESTON SANCROFT
ACADEMY

Harleston Sancroft Academy

Administration Assistant Compliance

“I would say to all potential candidates that a benefit of working for St Benet’s is the vast array of skilled individuals they have to ensure you always have someone to turn to for advice, no matter what the question!”

Laura Richardson - Headteacher
Joined St Benet’s MAT in 2017 as a Class Teacher

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Letter from the CEO

Dear Candidate,

Thank you for exploring a career with our trust. We hope this recruitment pack provides valuable insight as you consider the opportunity to join one of our academies.

The Diocese of Norwich St Benet's Multi Academy Trust is one of the two Diocesan Trusts within in the Diocese of Norwich. Since opening in 2018, we have grown from an initial 5 schools to our current 18 schools (Sept 2024) with a pipeline of schools wanting to join us. Our members are mainly Primary schools with one All Through School serving students up to the age of 16. Our academies are open to all and accepting of all, regardless of faith.

Within this pack, you will find an overview of the support we provide our academies and employees, as well as the culture and values we uphold across all roles. Whether you're applying for a support position, teaching post, or a senior leadership role, we are committed to fostering a culture that encourages growth, collaboration, and a shared dedication to making a difference. We recommend you take your time reviewing the job description and person specification to apply your skills and aspirations to your application.

We also encourage you to explore other vacancies within our trust, as there may be additional opportunities that align with your career goals.

I hope you will consider applying and wish you the very best of luck throughout the recruitment process.

Kind regards,

Sam Nixon
CEO

For more information about the Diocese of Norwich St Benet's Multi-Academy Trust, please view our Trust page on Education Job Finder

Trust Vision and Values

Our Trust Values

Honesty **Compassion**

Courage **Hope**

Our Trust Vision

Immeasurably more than we can imagine
Ephesians 3:20

As a Church of England education trust established by the Diocese of Norwich, our vision is rooted in the conviction that all children and young people in our academies can achieve their God-given potential.

Our Aims - for the next three years (2023-2026)

- We will build on the strengths of our current schools to see further academic excellence and welcome a growing number of schools into the Trust as part of their school improvement journey.
- We will embed our vision that prioritises the development and wellbeing of the whole child and young person. The formation of their character and spiritual, moral, social and cultural development will enhance our focused pursuit of the best academic outcomes for every pupil.
- We will provide a high-quality education for all our pupils through a broad, balanced and relevant curriculum so that they can achieve immeasurably more than they can imagine. We will collaborate in building sustainable and caring communities in which all, including the most vulnerable, can flourish.
- We will be recognised as an excellent employer that nurtures a highly motivated and engaged workforce who feel included, valued and invested in.
- We will manage financial and other resources effectively to improve outcomes for all. We will strengthen the position of our academies to be at the heart of the communities they serve.
- We will continue to ensure the highest quality of governance at all levels in the Trust where trustees, local governors and other non-executive leaders have the expertise to fulfil their functions effectively.

THE 20TH CENTURY

chrome
ASUS

Our Academy

Harleston Sancroft Academy provides a unique all through school offer for the children and young people of the town and its surrounding areas. We are extremely proud of our ethos and the very positive relationships which exist at our school. Harleston Sancroft Academy, part of the St Benet's Multi Academy Trust, is an inclusive and very successful 3-16 Church of England school in South Norfolk where children thrive and achieve very well. Children and adults are supported to flourish, through God's love, to live life in all its fullness. The primary and secondary phases are located approximately half a mile apart.

What We Can Offer

We offer:

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- A carefully planned All Through Curriculum that considers the journey of children from EYFS to KS4
- The support of an informed and active Local Governing Committee and Trust
- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust
- An opportunity to work in a good location where the cost of housing is attractive

Why Sancroft?
"The distinctiveness and effectiveness of Sancroft as a Church of England school are outstanding." Church Schools Inspection

"I love our school, it is vibrant, exciting, caring, compassionate and understanding, all the things I would want my child to experience in Education. It is filled to the brim with people who would do anything for their colleagues and students." (Staff survey, 2024)

"The support I have received from the school has been exceptional.... It has been refreshing to work with a team who genuinely respect the input I can give." (Staff feedback, 2024)

"The SLT at this school leads with an extremely strong sense of passion and belief in what they are doing and why. The school fosters a great sense of community and it is clear that the SLT has the student's needs at the heart of every decision. It is a great place to work and the students are fab!" (Staff survey, 2024)

CAREERS IN OUR TRUST

CONTINUOUS PROFESSIONAL DEVELOPMENT

With extensive professional development opportunities on offer for all St Benet's staff, we have an experienced, high-quality workforce, confident of their career development within the Trust.
We invest in our employees with a wide range of apprenticeships, internal workshops and training courses to upskill our employees and enable them to thrive in their career progression.

PENSION SCHEME

If you are eligible, you will be auto-enrolled into a pension scheme based on your job role:

- Teachers' Pension Scheme - Headteachers and Teachers
- Local Government Pension Scheme (Norfolk Pension Fund) - Support Staff

HOLIDAY AND SICK PAY ENTITLEMENTS

The Trust complies with the national terms as written within The Green Book (Support Staff), Burgundy Book (Teachers) and the School Teachers' Pay and Conditions Document.

FAMILY FRIENDLY & WELLBEING POLICIES

A family friendly focus remains imperative within the Trust and employees are put at the forefront of thinking when such policies are devised.
Policies such as the Maternity Leave Policy offers both Statutory Maternity Leave (SML) and Occupational Maternity Leave (OML), depending on length of continuous service, and the Paternity Leave Policy allows employees to have 2 weeks of leave at full pay from Day 1 of Employment. The Menopause Policy encourages positive attitudes towards peri-menopause, menopause and post-menopause ensuring employees feel able to ask for adjustments in order to continue to work safely and comfortably in their working environment.

BLUE LIGHT CARD

The Blue Light Card now welcomes education staff to its list of eligible individuals to benefit from more than 13,000 discounts across various sectors, including retail, hospitality, entertainment, travel and more. The Blue Light Card is a third-party benefit not directly provided by the employer and incurs a small fee for membership.

CYCLE TO WORK SCHEME

Our cycle to work scheme offers you the ability to save money on the cost of a new bike and cycling accessories. Plus, you get to spread the cost over your monthly salary and shop with a retailer that suits you. With BHN extras, you can also save up to 15% on a huge range of physical and digital gift cards from big name retailers including ASOS, Costa, M&S, Nike and many more.

BANNATYNE GYM DISCOUNT

Save on membership with a 7.5% discount off full access memberships and no joining fees.

VALUES-LED APPROACH

A values-led approach based on Christian principles that underpin the attitudes and behaviours of individuals and the family of academies.

Wellbeing Support

At St Benet's, we're committed to creating a supportive and inclusive environment for everyone.

St Benet's Menopause Workplace Pledge

By signing this pledge - supported by Bupa and BSI - we're taking meaningful steps to ensure that those experiencing menopause feel understood, respected, and empowered at work.
This is more than a pledge - it's a promise to listen, to support, and to lead with compassion.

Accessing Support

We run a Wellbeing Champion and Menopause Ambassador network across the academies and central teams, who aim to:

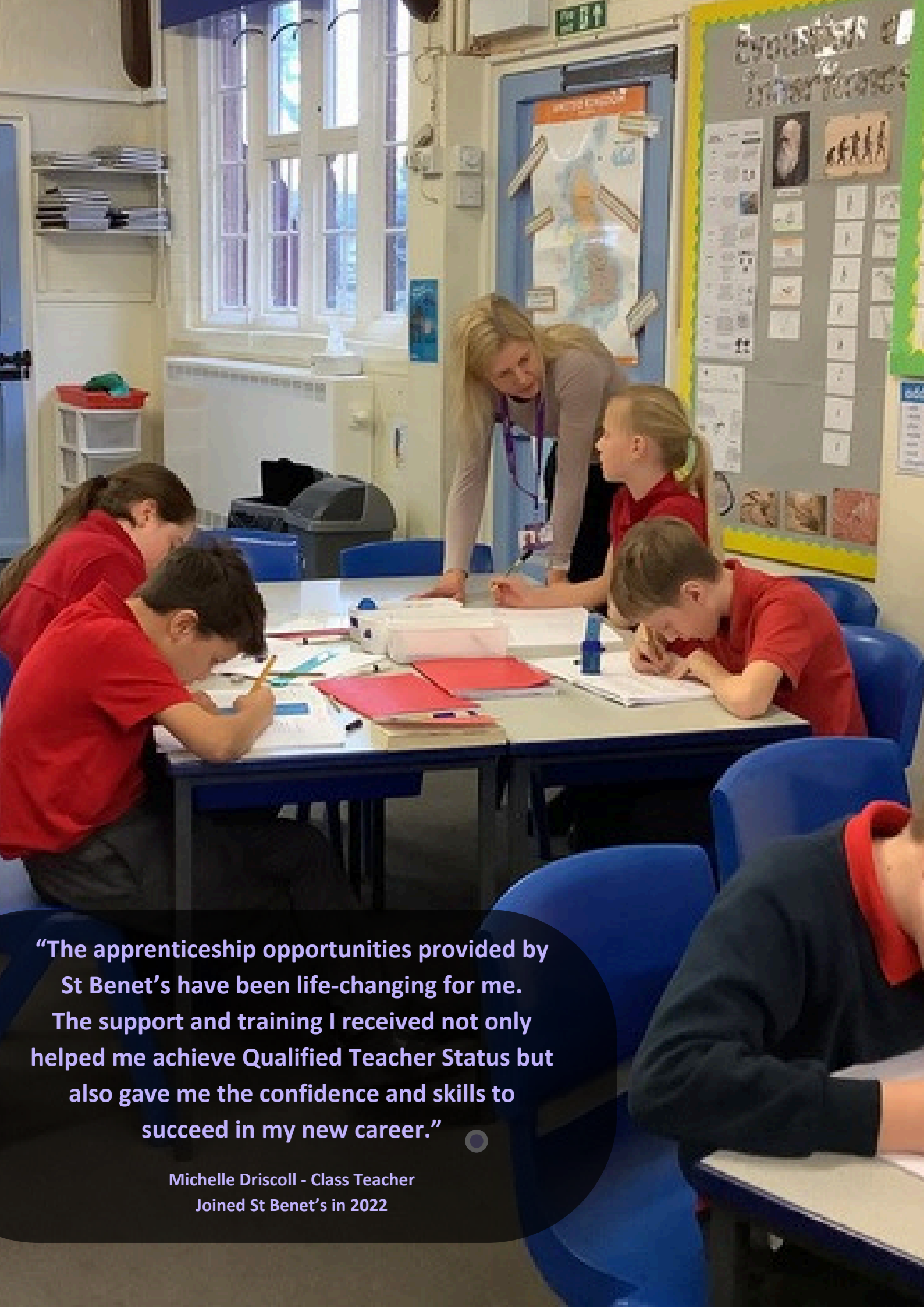
- Promote a culture of openness and support around wellbeing
- Offer an understanding point of contact and normalise conversations around menopause and mental health
- Share practical resources and information
- Encourage work-life balance practices and staff-led initiatives

Mental Health First Aider

A number of academy, trust and HR employees are Mental Health First Aider trained to be able to support colleagues experiencing poor mental health and allow us to promote and maintain a healthy workplace.

Spectrum Life

Our Employee Assistance Programme, is free to all of our employees. The service provides personalised health and wellbeing content, access to resources and connections to digital health services, including 24/7 clinical support and counselling access.



"The apprenticeship opportunities provided by St Benet's have been life-changing for me. The support and training I received not only helped me achieve Qualified Teacher Status but also gave me the confidence and skills to succeed in my new career."

Michelle Driscoll - Class Teacher
Joined St Benet's in 2022

APPLICATION Q&A

Q: HOW CAN I MAKE MY APPLICATION STAND OUT?

- Read the advert, person specification & job description and apply your knowledge and experience to the criteria of the role within your application.
- Submit your application before the closing date & time.
- Fill in all sections of the form as guided. The application form contains questions which comply with Keeping Children Safe in Education (KCSIE) guidelines and is a key part of our Safer Recruitment process.
- Please note we don't accept partially filled application forms or CVs.

Q: WHAT DO I WRITE IN MY PERSONAL STATEMENT?

Using the essential and desirable criteria from the person specification and the duties in the job description, share the key evidence of how your previous employment history, qualifications and skills meet the needs of the role.

If you are looking to move into the education sector, then be sure to explain why you are interested in the role and the opportunity to develop in a new career field.

Q: WHO CAN I USE AS A REFERENCE?

- Your first reference must be your current employer, or your most recent employer. If you work in education already, this should be your present Headteacher.
- Your second reference needs to be from your previous employer.
- We do not accept character references and educational references can only be used if you have worked one role and have left education recently.
- Please note that we reserve the right to request further or alternative references from applicants.

Q: WHAT HAPPENS IF I AM SHORTLISTED?

Shortlisted candidates will be sent an email containing details of the interview process, including the date/time, location and what to expect. You will also be asked to bring along key documents, such as your ID to evidence your Right to Work, your relevant qualification certificates etc.
You will be given the opportunity to request any reasonable adjustments to support you within the recruitment process.
Remember to reply to the email to confirm your attendance to the interview.

Q: HOW WILL MY DATA BE HANDLED WHEN PROCESSING A DBS CHECK?

For more information, please review our Secure Handling of information provided by the Disclosure and Barring Service (DBS) Policy on the Trust Website.

For further information, please see our Safer Recruitment policies by following the below links:

- Recruitment and Selection Policy & Procedure
- Recruitment of Ex-Offenders Policy Statement

Q: IF I AM APPOINTED, IS MY OFFER OF EMPLOYMENT SUBJECT TO CONDITIONS AND PRE EMPLOYMENT CHECKS?

Yes. All of our offers of employment are conditional and subject to the relevant pre-employment checks for the role.
These will be detailed on the offer letter and completed before your start date. This includes:

- Verification of ID and proof of address
- Verification of the right to work in the UK
- At least two satisfactory references
- An Enhanced DBS and Barred List Check
- Pre-employment Health Clearance
- Verification of relevant qualifications
- Online check

Where required, we will also complete overseas checks, childcare disqualification, teaching prohibition and section 128 checks.
All checks are in compliance with **Keeping Children Safe in Education** and the **Disclosure and Barring Service Code of Practice**.

Job Description: Assistant Administrator - Compliance

Diocese of Norwich St Benet's Multi Academy Trust and The Harleston Sancroft Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	School Business Manager, Office Manager
Pay Scale	Pay Scale E, Points 7 to 11 FTE Annual Value: £27,274 - £29,071 per annum Pro-Rata Value: £23,956 - £25,534 per annum
Hours	37 hours, Term Time Plus 2 Weeks
Location	Based at The Harleston Sancroft Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich St Benet's Multi Academy Trust as needed.

Purpose

To provide comprehensive administrative leadership and oversight in relation to premises management, health and safety compliance, and site services, ensuring the academy operates within statutory and Trust requirements and maintains a safe, secure, and well managed environment.

The post holder will also contribute to the effective operation of the academy's administrative functions, including support to senior leaders as required.

Duties and Responsibilities

Premises, Maintenance and Contractor Management

- Act as the primary administrative contact for site maintenance, repairs, and improvement works.
- Source and obtain detailed quotations from contractors, ensuring value for money and compliance with procurement and health and safety requirements, for approval by the School Business Manager.
- Work with the School Business Manager to develop, maintain and monitor Premises Development Plans.
- Ensure all contractor documentation, including risk assessments and compliance records, is completed, recorded, and maintained in line with Trust requirements.

Health and Safety Compliance and Risk Management

- Administer and monitor health and safety compliance systems, ensuring statutory inspections, checks and tests (weekly, monthly and annual) are completed and accurately recorded, including on iAM Compliant.

- Coordinate risk assessment processes across the academy, ensuring assessments are completed, reviewed, and updated in line with Trust policy, and that follow up actions are monitored and addressed.
- Support staff in completing risk assessments accurately and with due consideration to identified risks.
- Coordinate and record termly fire drills, ensuring appropriate training is in place for staff, including fire warden and extinguisher training.
- Maintain oversight of COSHH documentation and procedures.
- Complete termly cleaning and site maintenance audits and provide feedback to the site team and School Business Manager.
- Keep up to date with relevant health and safety legislation and guidance, taking appropriate action where required.
- Attend and contribute to annual Health and Safety meetings with staff, governors and union representatives.

Utilities, Sustainability and Environmental Management

- Monitor utilities usage for billing, Display Energy Certificates and sustainability purposes, investigating anomalies and reporting potential issues.
- Promote energy efficiency, recycling and environmentally responsible practices across the academy.

Administrative and Organisational Support

- Coordinate key administrative processes in line with academy policies and procedures, including:
  1) Admissions and leavers
  2) Parents' evenings
  3) Maintenance of pupil records on the MIS
  4) Production and distribution of newsletters
- Coordinate policy review cycles, ensuring policies are reviewed, updated and submitted for governance approval in line with Trust requirements, and published on the academy website to meet statutory obligations.
- Complete Display Screen Equipment (DSE) assessments for staff and monitor follow up actions.

Data Protection, GDPR and Information Management

- Monitor GDPR compliance across administrative systems and records.
- Ensure confidentiality, data security and data retention procedures are adhered to in line with legislation and Trust policy.

Website and Communications Administration

- Manage the day-to-day maintenance of the school website, ensuring information is accurate, current and compliant.
- Create and update pages, upload documents and policies, and manage content as required.

General Administrative Support

- Provide administrative support to members of the Senior Leadership Team as directed.
- Provide First Aid support as required.
- Deputise for the Office Manager during periods of absence, ensuring continuity of administrative operations.

Professional Responsibilities

- Maintain and develop professional knowledge and skills relevant to the role.
- Act as a professional role model, promoting the values and culture of the academy and Trust.
- Undertake any other duties appropriate to the grade and scope of the post, as reasonably required by management.

Line Management

- The job involves no direct responsibility for the supervision or direction of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Administrative Assistant, Compliance are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.
- Any other specific requirements, e.g. maintaining registration/accreditation with an appropriate professional body.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by:	Rob Connelly, Headteacher
Date:	2 October 2026

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all Trust and Academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Trust and the Academy are committed to equality and value diversity. As such the Trust and the Academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Continuous Professional Development

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Trust premises and those where Trust services are provided.

Job Description: Administrative Assistant - Compliance

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Location	Based at The Harleston Sancroft Academy. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich St Benet's Multi Academy Trust as needed.

	Essential Criteria	**Desirable Criteria**
Education and Qualifications	• GCSEs (or equivalent) including English and Maths. • Evidence of relevant administrative or compliance-related training (or willingness to undertake).	• First aid trained.
Experience	• Experience of working in an administrative role with responsibility for processes or compliance. • Experience of maintaining records, reports, and documentation to required standards. • Experience of liaising with a range of stakeholders, including staff and external contractors. • Experience of prioritising and managing a varied workload.	• Experience in an education or multi-site organisation. • Experience of using compliance management systems (e.g. iAM Compliant or similar).
Knowledge and Understanding	• The knowledge that it is the responsibility of every individual for safeguarding and promoting the welfare of children. • Working knowledge of health and safety, compliance, or regulatory processes. • Understanding of confidentiality and data protection requirements.	• Knowledge of premises or facilities coordination.

	Essential Criteria	Desirable Criteria
Skills and Abilities	• Able to follow the Trust's safeguarding procedures and recognise when to report any concerns. • Good IT skills, including use of databases and standard office software. • Ability to interpret policies, procedures, and guidance and apply them operationally. • Strong organisational skills with attention to detail and accuracy. • Ability to analyse information, identify issues or risks, and take appropriate action. • Ability to solve problems where solutions are not always straightforward. • Sound judgment in determining priorities and escalating issues when required. • Clear and professional written and verbal communication skills. • Ability to work collaboratively with staff at all levels. • Ability to use tact and diplomacy when dealing with sensitive or challenging situations.	
Other Requirements	• A professional role model who is committed to their own professional development and to developing others. • Committed to and able to promote the aims of the academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. • Able to work calmly under pressure and withstand stress. • Able to work flexibly, and to attend meetings and INSET days as required. • Methodical, reliable and self-motivated. • Able to work independently while contributing effectively to a team. • Professional, confidential and trustworthy.	

Job description reviewed by:	Rob Connelly, Headteacher
Date:	2 October 2026

How to Apply

Please complete the application form fully via the 'Apply Now' button on Education Job Finder.

You will be asked to log in or create a Teacher Booker account so your application can be processed through our Applicant Tracking System. Please ensure you use an email address that is regularly monitored to receive updates on your application.

If you have any questions about the role, please do get in touch by contacting the academy directly via the contact details on the advert.

Please also keep a look out for further opportunities via the Trust Vacancy Page or our Education Job Finder Page.

Additional Information

- The Trust is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment.
- All appointments will be subject to full safeguarding checks as well as satisfactory references.
- The Trust's safeguarding policy can be found on our website.
- This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.
- This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post.
- Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

OUR ACADEMIES

Alburgh with Denton Church of England Primary Academy

Harleston Sancroft Academy

Newton Flotman Church of England Primary Academy

St Mary's Church of England Junior Academy

Pulham Church of England Primary Academy

OUR FEDERATIONS

Acorn Partnership

Acle St Edmund Church of England Primary Academy

Little Plumstead Church of England Primary Academy

Beacon Federation

Dickleburgh Church of England Primary Academy

Garboldisham Church of England Primary Academy

Diss Primary Academy Partnership

Diss Church of England Junior Academy

Diss Infant Academy & Nursery

Scole Church of England Primary Academy

Lighthouse Federation

Happisburgh Church of England Primary Academy

St Mary's Church of England Primary Academy

Swallowtail Federation

Catfield Church of England Primary Academy

Hickling Church of England Infant Academy

Sutton Church of England Infant Academy

Tacolneston & Morley Federation

Tacolneston Church of England Primary Academy

Morley Church of England Primary Academy