



The Sycamore
Church of England
Trust

Grow together, Learn forever

Central Services Administrator Recruitment Pack

Closing Date: Sunday 16th August 2026

Shortlisting: Monday 17th August 2026

Interviews: Thursday 20th August 2026



Central Services Administrator

Working Hours:	25 hours per week (5 days per week), term time only
Base:	Central Team Office
Salary:	Grade 5 (Actual salary is £15,356 FTE is £26,335)
Contract:	Permanent
Required From:	As soon as possible

We are a growing, locally rooted Trust committed to making a positive difference to education and our communities. We are seeking a highly organised and proactive Central Services Administrator to join our central team. This is a key role at the heart of the Trust, supporting the day-to-day running of central services and ensuring systems, communication, and administrative processes operate efficiently and professionally.

As Central Services Administrator, you will:

- act as the first point of contact for the central team, managing telephone calls and welcoming visitors;
- oversee and manage shared inboxes, ensuring timely, accurate and professional responses;
- support a range of administrative processes across the Trust;
- maintain accurate records and systems, including finance and HR platforms;
- produce reports, documents and resources, including staff ID badges and Trust materials.

You will be someone who is organised, reliable and able to manage a varied workload, maintaining accuracy and attention to detail at all times.

We are looking for someone who has:

- strong organisational skills and attention to detail;
- excellent communication and interpersonal skills;
- confidence in using Microsoft Office (Word, Excel, Outlook) and the ability to learn new systems quickly;
- the ability to manage multiple tasks and competing priorities;
- experience of general administration and accurate data input.

In return we can offer:

- a supportive and collaborative working environment;
- the opportunity to play a key role in the effective running of the Trust;
- opportunities to develop your skills and experience;
- access to ongoing professional development and career progression.

If you would like further details about the role, please contact Tina Powell via recruitment@thesycamoretrust.co.uk.

Applications should be submitted via our online application system. If you experience any issues, please contact us on recruitment@thesycamoretrust.co.uk or 0161 505 2519 (please be aware there will be limited telephone cover during the summer holidays)

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

Job Description	
Post Title	Central Services Administrator
Reporting to:	Central Services Coordinator
Main Purpose of the Role	
The Central Services Administrator will support the operational functions of our trust's central team. You will be the first point of contact, managing calls, greeting visitors, and handling multiple inboxes professionally and efficiently. Your duties will include data inputting, updating systems and logs, generating reports, and supporting HR administration, such as creating letters and ID badges. Completing these tasks accurately, you will ensure the smooth operation of the trust and make a meaningful difference trust wide.	
Core Responsibilities and Tasks	
General Administration • Act as a first point of contact for routine enquiries (telephone, email and in person). • Manage shared inboxes, triaging correspondence in line with agreed guidance. • Provide routine administrative support including photocopying, filing, scanning, emailing and maintaining records. • Organise meetings and appointments, including room bookings and basic logistics, as directed. • Produce routine documents and reports using standard templates and systems. Finance • To maintain the trust-based contract and asset register • Enter data into financial systems as required. • Support reconciliation processes and update registers as instructed. Governance and Compliance • Arrange meetings, venues and hospitality, updating schedules where needed and saving these on our governance system. • Maintain logs, trackers and records to support audits and statutory returns, escalating issues promptly. ICT and Systems Management • Become proficient and confident in the update and maintenance of our systems including along with other relevant equipment/IT packages e.g., Every HR, Iris Financials, Trust website and Microsoft 365 Office. • Maintain accurate records in line with data protection and confidentiality requirements.	

Job Description

Human Resources

- Generate offer letters, acknowledgements, contracts and contractual change letters using approved templates within the Trust's HR system.
- Support recruitment administration, including applicant communication and interview logistics, as instructed.
- Request DBS checks and pre-employment checks strictly in line with Trust guidance and training.
- Update HR systems and logs accurately and promptly.
- Maintain the Single Central Record under direction, escalating any discrepancies immediately. Create staff identity badges using Trust equipment and templates.

Corporate Responsibilities

All employees of The Sycamore CE Trust have a responsibility for, and must be committed to, safeguarding, and promoting the welfare of children and young people and for ensuring that they are protected from harm.

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Trust. Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Person Specification		
Education and Qualifications		
Willingness to undertake relevant training, including safeguarding and system-specific training.	Essential	Application Form, Interview, Certificates
Good standard of literacy and numeracy (e.g. GCSE English and Maths at Grade 4/C or equivalent).	Essential	
Experience		
Experience of general administrative or clerical work, including accurate data input.	Essential	Application Form, Interview, Reference
Experience of working with standard office IT systems (e.g. Microsoft Word, Excel, Outlook or equivalent).	Essential	
Experience of following established procedures and working to clear instructions.	Essential	
Experience working in a school, trust or similar public-sector environment.	Desirable	
Knowledge Skills and Personal Attributes		
Strong organisational skills and attention to detail.	Essential	Application Form, Interview, Reference
Clear, professional communication skills and the ability to maintain confidentiality.	Essential	
Resilient and able to work calmly in a busy environment.	Essential	
Is driven to continually develop and extend own working practices and understanding of systems and processes.	Desirable	