

Administration Officer – Casual Contract

We are seeking to appoint an excellent administration professional to join our Central Trust team on a casual basis, in the role of Administration Officer. If you are someone who has experience of; working in administration; providing high quality administration and business project support; and have an eye for detail - we would love to have a chat with you about the role and your potential application.

The successful candidate will have an administration background, the ability to use a range computer software and excellent knowledge of Microsoft Office. The role is an administration position, and the post holder will have the opportunity to gain experience in various aspects of education administration. The post will be based at the Trust Head Office.

About us... We are a friendly and professional team, working from our Central Office in Rochdale. This is an exciting time to join our Trust, as we enter into the next phase of our growth. Hollingworth Learning Trust currently has three academies: Hollingworth Academy, Newhouse Academy and Heap Bridge Primary School. Hollingworth Learning Trust's core purpose is to make a positive difference to the lives of its children. Its role as a sponsor of our schools is to provide the support, challenge, expertise and resources necessary to significantly improve the provision for education.

The Role...

Contract Information: Casual contract, no set hours. Casual hours likely to be needed for between 3 to 6 months. It is a casual post, which means that there is no guarantee of hours and that you do not need to accept the assignments offered - we are looking for someone to work for us for around 3 – 4 days each week (*more or less hours would be available to suit the individual who joins us*).

Start date: April 2026

Salary: NJC Grade 5, SCP12 – Paid at an hourly rate of £15.13 plus holiday pay

Closing Date: 9:00am on Wednesday 22nd April 2026.

To apply for this position please download the application form and supporting documentation and send completed applications to applications@hltrust.co.uk before the specified closing date. We may close this post early if we receive enough applications – please submit your application ASAP if you are interested in applying!

Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



AMBITIOUS



POSITIVE



RESILIENT



REFLECTIVE



PRINCIPLED