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Psychology Administrator

Waite Psychology Ltd.

Location: Scorton, Lancashire

Hours: 22.5 hours a week (3 days)

Paid weeks: 39 working weeks + 4.71 weeks holiday (43.71 weeks annually)

Contract Type: Employed (part-time) on a one-year fixed-term contract, with the aspiration of extending the role (to 4 or 5 days a week) on a permanent basis if it proves successful.

Salary: £14,870.70 prorated to 43.71 weeks (£12,499.20)

Closing Date: 28th September 2026

Start Date: As soon as possible during Autumn term 2026.

About Waite Psychology Ltd

Waite Psychology Ltd is an Educational Psychology and Support Service committed to supporting children, young people, families and educational settings. We work collaboratively with schools and professionals to promote positive outcomes through psychology-informed practice, consultation, training, intervention and project work.

As our service continues to grow, we are looking for an enthusiastic and organised Psychology Administrator to join our friendly team. This role offers an excellent opportunity for a Psychology Undergraduate aspiring to enter the Educational and Child Psychology profession or other psychology-related careers.



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The Role

The Psychology Administrator will work closely with our Projects and Communications Co-ordinator and Dr Jennifer Waite (Educational and Child Psychologist) to support the day-to-day administration of Waite Psychology Ltd.

This role will involve a variety of administrative, communication and organisational tasks which help to ensure the smooth running of the service and the development of our projects.

Why this role may be particularly appealing

This role is particularly suited to Psychology Undergraduates who are considering a future career in Psychology. It offers a unique opportunity to become part of an Educational Psychology Service and gain valuable insight into professional practice whilst undertaking important administrative, communication and project-based responsibilities.

Development Opportunities

Whilst the role is primarily administrative, it will provide valuable insight into the work of an Educational Psychology Service and opportunities for close working with Educational Psychologists and the wider team. Through this, the postholder will develop their knowledge, understanding and experience of the profession, including how psychology can be applied to support children, young people, families and educational settings.

The role will also provide potential opportunities to develop within the role and take on increased responsibilities as Waite Psychology grows and/or opportunities to develop a range of transferable skills and gain experience that may support future applications for Assistant Educational Psychologist roles within Waite Psychology, other services or relevant positions within the wider profession.

Key Responsibilities

Administrative Support

- Provide day-to-day administrative support across the service.
- Maintain accurate filing systems, both electronic and paper-based.



- Organise and manage documents within Microsoft OneDrive.
- Prepare and distribute correspondence, mail shots and newsletters.
- Assist with diary management and meeting administration where required.
- Assist in preparing presentations and information packs.
- Support the administration of training events, workshops and conferences.

Project Support

- Support the administration of ongoing projects and initiatives.
- Assist in preparing resources, materials and information sheets for schools, families and professionals.
- Monitor project timelines and assist with organisational tasks.
- Update project databases and tracking systems.
- Support the collection and organisation of feedback and evaluation data.
- Support the delivery of project-based research and evaluation.

Communications and Social Media

- Support Waite Psychology Ltd's social media platforms.
- Create and schedule social media content aligned with the service's values and branding.
- Assist in preparing newsletters, website updates and promotional materials.
- Create and send mail shots to new or potential service users.

Compliance and Information Management

- Ensure all information is handled in accordance with confidentiality requirements, GDPR and organisational procedures.
- Maintain accurate records and documentation.
- Follow safeguarding, health and safety, information governance and data protection procedures at all times.

General Duties

- Support the development and continuous improvement of administrative systems.
- Undertake other administrative duties commensurate with the role.



Person Specification

Essential Criteria

Qualifications

- Psychology Undergraduate Degree accredited by the British Psychological Society (BPS), with a First-Class or Upper Second-Class (2:1) classification.
- Intention to pursue a career within Educational Psychology, Assistant Educational Psychology, Assistant Psychologist or a related field.

Knowledge and Skills

- Demonstrates knowledge of psychology, child development, psychological theories and therapeutic approaches gained through an accredited Psychology Degree.
- Able to apply psychological knowledge and understanding when supporting the development of resources, projects and communications for schools, families and professionals.
- An interest in evidence-based interventions and current developments within Educational Psychology and applied psychology practice.
- Demonstrates an understanding of psychological research methods and evidence-based practice gained through undergraduate study, including the ability to critically evaluate information and identify credible evidence sources.
- Proficient in Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Confident using Microsoft OneDrive and cloud-based storage systems.
- Strong written and verbal communication skills.
- Ability to communicate professionally with a range of stakeholders, including schools, families and professionals.
- Experience using social media platforms professionally and creating engaging content.
- Excellent organisational and administrative skills.
- Strong time management skills and ability to prioritise competing demands.
- Ability to manage daily tasks independently and efficiently.



- High level of attention to detail and accuracy.
- Good record-keeping and document management skills.

Personal Attributes

- A genuine interest in supporting children, young people, families and educational settings through psychology-informed practice.
- Curiosity and enthusiasm for learning about Educational Psychology and related professions.
- Professional and approachable manner.
- Demonstrates integrity, honesty and ethical behavior at all times.
- Strong understanding of confidentiality and data handling procedures.
- Reliable, dependable and trustworthy.
- Flexible and adaptable when responding to changing priorities.
- Proactive and willing to take initiative.
- Committed to high standards of work.
- Ability to work collaboratively as part of a team whilst also working independently.
- Positive attitude and willingness to learn.
- Commitment to Waite Psychology Ltd's values and ethos.

Availability

Three days per week, Monday, Tuesday and Wednesdays 9:00 – 5:30 pm, term time only.

Desirable Criteria

- Experience working within education, psychology, health, social care or related services.
- Previous administrative experience.
- Familiarity with Canva, Mailchimp or similar communication platforms.
- Experience creating newsletters, promotional materials or professional social media content.
- Understanding of Educational Psychology Services, the role of an Educational Psychologist and psychological practice within educational settings.



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- Experience of completing and analysing research.
- Experience supporting projects or events.

Benefits of Joining Waite Psychology Ltd

Joining Waite Psychology team offers a unique opportunity to gain valuable experience within a growing Educational Psychology and Support Service, whilst making a meaningful contribution to work that aims to improve outcomes for children, young people, families and schools.

Benefits include:

- Being part of a friendly, supportive and values-driven team.
- Holiday entitlement of 4.71 weeks, employer pension contributions, flexible working arrangements (where agreed), and potential opportunities for the role to be extended or increased in hours as the service grows, including consideration for future roles within Waite Psychology.
- Direct exposure to the day-to-day work of an Educational Psychology service and develop knowledge in key areas through project related work and administrative tasks.
- Opportunities to learn how psychology is applied in real-world educational settings.
- Mentoring and professional development opportunities from experienced Educational Psychologists.
- Experience that strengthens applications for Assistant Educational Psychologist, Assistant Psychologist and Educational Psychology Doctorate programmes.
- Potential opportunities to develop within the role and take on increased responsibilities as Waite Psychology grows, alongside the opportunity to be considered for future Assistant Educational Psychologist roles, subject to vacancies and recruitment processes.
- Opportunities to shadow Educational Psychologists and Assistant Educational Psychologists through administrative and project support.
- Involvement in innovative projects, interventions and service developments.



- Opportunities to develop valuable professional skills including communication, organisation and administration.
- Attendance at selected training, conferences, CPD events, in-service coaching days and learning opportunities where appropriate.
- A meaningful role that contributes to improving outcomes for children, young people, families and schools.

How to Apply

Applicants should submit a CV and a personal statement to Tasha at info@waitepsychology.co.uk.

The personal statement should clearly demonstrate how the applicant meets the key criteria for the role, with particular reference to:

- Knowledge of psychological theories relevant to child development and learning.
- Administrative skills and experience.
- Research skills and experience.

Applicants are encouraged to provide specific examples that highlight their skills, experience and suitability for the role.