



Inspire Nurture Excel



# A brand-new primary academy for the Orchard Village residential development, Aylesbury, opening September 2025

## Job Role

# Academy Administrator

## Orchard View Primary Academy

To start April/May 2025

## Application Closing Date

6<sup>th</sup> April 2025 at midnight.

For further information please visit Orchard View's website: <https://www.orchardviewprimaryacademy.org>

To discuss the role further please contact Orchard View's Head of Academy, Mrs Liz Jones, on 01494 535564 or by emailing: [LJones@ovpa.school](mailto:LJones@ovpa.school)



## A welcome from Mrs Liz Jones, Head of Academy

Thank you for your interest in Orchard View Primary Academy. Do you have the passion and drive to help shape the future of the newest primary academy in Aylesbury and Buckinghamshire? Are you interested in joining a growing primary specialist MAT with an excellent reputation for being child and staff focused?

If you answered 'yes', then you could be the individual we are looking for in this unique life-time opportunity in directly shaping and developing a brand new primary academy.

Orchard View Primary Academy is a new two-form entry primary academy, offering places from nursery to year 6 and includes a 12-place SEMH Additionally Resourced Centre (ARC), on the new Orchard Housing Development, situated on the outskirts of the County town of Aylesbury. Orchard View Primary Academy has a planned opening date of September 2025 and will grow over the coming years to an initial capacity of 492 places (420 places in key stage 1 and 2, 60 nursery places and 12 SEMH ARC places). The Academy design is future-proofed to allow for expansion to three-form entry with a 60 place nursery, in response to pupil place need.

Orchard View Primary Academy is an equal partner academy within Inspiring Futures Partnership Trust, working alongside Abbey View Primary Academy, Chepping View Primary Academy and Kingsbrook View Primary Academy; all located in Buckinghamshire. Across the Trust we celebrate diversity and the richness it brings to our academy communities, the experiences we share and the collaboration we can engage in for the benefit of all.

Orchard View will offer a broad and ambitious curriculum and state-of-the-art building that will include dedicated spaces for computing, cooking, technology and reading, to name a few, as well as making full use of the rich, natural environment in which it is perfectly situated for a bespoke Forest School programme. All of these educational opportunities will be underpinned by outstanding teaching and learning to ensure that children attending Orchard View are able to achieve their full potential.

We are committed to developing a positive and inclusive learning environment, rooted in mutual respect, kindness, and a sense of belonging. It is incredibly important that Orchard View is a place where all members of the Orchard View community feel valued, appreciated and supported and where staff well-being is a priority.

We are looking to recruit a dedicated, enthusiastic and hard-working Academy Administrator who will share our ambition, drive and passion and who will pro-actively and positively support the academy through its opening year and beyond.

If you are interested and would like to discuss the role further please make contact on **01494 535564** or by emailing: [LJones@ovpa.school](mailto:LJones@ovpa.school). We invite you to take a look at the academy website for further information: <https://www.orchardviewprimaryacademy.org>

**Mrs Liz Jones**  
**Head of Academy**





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## About Inspiring Futures Partnership Trust (IFPT)

At the heart of IFPT is our ambition to **inspire** every child who attends one of our academies to seize every learning opportunity and develop an unquenchable thirst for learning. To then **nurture** their interests and support their progress to ensure they **excel** in all areas of the formal and informal curriculum, so they can achieve their dreams and live fulfilling lives and make positive contributions to society. Every member of the Trust's staff is full commitment to this ambition to ensure every pupil can be the very best they can be. This means we will provide an excellent education for local families where every pupil will have great opportunities and learn in our inclusive and ambitious academies. Whilst we focus upon securing outstanding academic success through results and data, we also place equal weigh upon growing each individual, nurturing aspirations and giving pupils opportunities, through the Trust, that they may not have had otherwise.

IFPT places great emphasis upon investing in its staff to build a self-sustaining team of highly skilled and passionate staff who relish the opportunities presented by our family of academies, Academy Centred Initial Teacher Training, DfE Behaviour Hub Lead Academy, Inspiring Futures Professional Development and academy-to-academy support activities. This will result in a community of academies with shared responsibility and common core values that creates a culture of respect, collaboration, opportunity and creativity.

Educational excellence will be secured by highly trained and skilled staff who are passionate and committed to developing academies that excite, motivate and challenge, resulting in a life-long love of learning. These are the values that guide all of IFPT's activities and decisions:

- **Aspirational** – to inspire, challenge and support all pupils and staff to achieve beyond their initial dreams
- **Inclusiveness** – to support all members of our community to achieve their potential, irrespective of their starting points, individual learning needs, level of advantage or disadvantage, family background or beliefs
- **Collaborate** – for all staff within our community to work in genuine partnership with each other to share best practice, research, education enriching ideas and reduce workload
- **Respect** – to understand, accept and have due regard for the feelings, wishes and rights of others
- **People focused** – to attract and retain high calibre staff by providing first class continuous professional development, educational opportunities and empowerment to ensure the best educational professionals are kept within our Trust
- **Resilience** – for all members of our community to remain focused upon the Trust's vision, their personal goals and develop the skills to succeed
- **Integrity** – for all staff to promote and demonstrate honesty and consistent uncompromising adherence to strong moral and ethical principles and values.

## About Orchard View Primary Academy (OVPA)

We expect Orchard View Primary Academy to become a beacon of excellence and opportunity for the new community, who will all collectively share and live out the academy's motto and values as they are created by the new Head of Academy and its initial team.

The Trust's vision for Orchard View Primary Academy is a total commitment to delivering inspirational learning opportunities that are fun, purposeful and challenging. We believe that every child has the potential to achieve and excel. Orchard View's pupils will take ownership of their learning, become highly aspirational and able to make contributions to life in modern Britain.

The means that OVPA will:

- Provide an excellent primary education for all children attending the Academy
- Secure the highest standards of attainment, outcomes and character for all children
- Be a member of the Inspiring Futures Partnership Trust, drawing on and adding to the expertise and capacity within the Trust to deliver excellent provision for all
- Be a key feature/focal point of the new community helping it to thrive
- Meet the individual needs of children and their families within a Trust-wide framework based on a proven model of outstanding teaching and learning
- Recognise the need for diversity by ensuring the individuality of the Academy within the Trust
- Provide an environment where everybody matters: children, parents/carers and staff
- Work in close partnership with Kingsbrook View Primary Academy (approximately 500m away)

Orchard View will serve the nursery and primary education needs of the new Orchard residential development and will open in September 2025. Orchard View Primary Academy will grow in response to local demand. It will open offering 30 places in Foundation Stage (Reception) and 30 places in a mixed age Year 1 and Year 2 class. Due to planning delays, it will open using spare accommodation at Kingsbrook View Primary Academy and will move into its fantastic new building in September 2026. In September 2026 and subject to construction progress, it will open its nursery, expand the mixed age Year 1 and 2 class into two discrete classes and progress into key stage 2 with a Year 3 class. It will then continue to grow by one year group each academic year and will move to a planned admission number of 60. The Trust will work in partnership with the Local Authority to be responsive to local need and, as its own admissions authority, reserves the right to increase to open other year groups when it believes the time is right.

Orchard View Primary Academy will be a purposeful, calm, safe and exciting place for children to learn in and for staff to work in. Our expectations are based on our Trust's vision and ethos and we are clear that we expect all in our academy communities to be kind, courteous and respectful to one another at all times.

Our values-based approach to learning will focus on being clear about the values we hold dear, and on the why these values are important. There will be emphasis on pupils working hard, being increasingly independent as they progress through the Academy and exhibiting care and consideration for others, so that all are a success and contribute to the calm and enjoyable learning environment at Orchard View.



## Job Role – Academy Administrator

This is an excellent opportunity for an exceptional administrator to work in a new primary academy and help shape a community. We are seeking a child-centred administrator who:

- Has the ability to multi-task in a fast paced, front facing professional environment
- Has excellent time management and administration skills and with excellent administration, IT and communication skills
- Has a calm, approachable professional manner and the ability to work methodically, accurately and efficiently
- You are flexible, adaptable and able to work on your own initiative and as part of a wider team
- You are an enthusiastic and strong team member
- You foster positive relationships with pupils, staff and parents/carers and communicate effectively
- You have a good sense of humour and a positive outlook
- You embrace challenge and relish the opportunity to grow
- You embrace core moral values such as integrity, resilience and respect.

This role requires you to have a suitable standard of English and Maths. Successful candidates will be required to engage in the statutory training needed for this post.

### We are committed to providing you:

- An opportunity to work and develop in an academy with a strong sense of moral and educational purpose, with an embedded Trust culture of learning from one another
- An opportunity to grow and develop through high quality bespoke professional development
- This, in turn, will result in our ability to attract and retain the very best educational professionals to work alongside you
- Trust wide sharing of resources, best practice and expertise with highly skilled professionals invested in education and lifelong learning
- The support of a strong, experienced and collaborative Trust Central Team focused upon effectiveness and efficiency to secure high quality educational provision, staff wellbeing and reduced workload.

Job Title	Academy Administrator
Salary	Bucks Pay Range 2-3 (£25,625 - £30,174 ) annually (FTE) dependent upon experience, actual salary will be pro-rata to hours & weeks.
Location	Initially based at Kingsbrook View Primary Academy (HP22 7EE) and then relocating to Orchard View Primary Academy (HP22 7FD) when construction has been completed
Hours	32.5 hours per week
Contract Type	Permanent-41 weeks per annum including INSET Days and 2 non term time weeks plus annual leave entitlement
Ideal starting date	April/May 2025-Pending satisfactory clearance of all pre-employment checks
Reporting To	Head of Academy
Line Managed by	Head of Academy – Mrs Liz Jones
<b>Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert</b>	

## **JOB DESCRIPTION – Academy Administrator**

### **Accountability**

Responsible to: Head of Academy

### **Purpose of the role:**

To be the first point of contact in the Academy office for all visitors, staff, pupils, parents and carers and supporting the smooth running of the Academy's busy office

### **Main Duties:**

#### **Administration Duties**

- Preparation and dispatch of communications to parents/carers
- Management of Schoolcomms or equivalent system for management of trips, swimming and all other parent payments
- Management of parent / teacher consultation evenings, including the scheduling of appointments, confirmation of timings and relevant paperwork
- To be responsible for relevant statutory returns, including annual census
- Support the Trust HR Department with the DBS process, safer recruitment and other relevant checks on staff, volunteers and visitors to the Academy
- Coordinate and distribute Academy newsletters, promoting the Academy
- Be responsible for booking and scheduling events such as immunisations, photographs and other events as appropriate
- Ensure the Academy website is maintained at all times and conduct an annual statutory review of content
- Assist with matters relating to ICT, including liaison with technical support consultant
- Assist with the Academy's asset register, working with the Site Officer to ensure all items are asset tagged and communicated to the Trust Central Team
- Ensure responsibilities around GDPR are carried out effectively
- Ensure all visitors to the Academy are subject to relevant safeguarding checks, have signed in/out via the electronic signing in system and are aware of key site health and safety information and visitor conduct
- Manage all incoming calls and answer phone messages for the Academy, ensuring they are answered in a timely manner and dealt with professionally
- Manage the Academy email office and attendance inboxes
- Overseeing lost property and spare uniforms as required
- Communicate Academy term dates, key dates and other Academy events with extended service providers, external clubs and all other required contacts
- Acceptance of deliveries, including milk, fruit and so on, in liaison with Site Officer
- Overseeing orders, in particular those relating to stationery usage and consumables.
- Maintenance of the Academy staff list and communications list, editing and sharing amongst the staff and other relevant contacts
- Take responsibility for ensuring the reception areas are clean and tidy, marketing and communications materials are kept updated and replenished as necessary
- Manage Fire Registers and ensure they are frequently up to date
- Be responsible for booking and scheduling events such as immunisations, photographs and other events as appropriate.

#### **Pupil Data & Admissions**

- Management of the admissions process, including all pupil records and maintenance of the Management Information System
- Add pupil data and information to management information system and collate forms from new starters
- Ensure information about new starters, or updated pupil information, is shared with staff,

including medical, dietary and consent/permissions

- To allocate pupils and their siblings a 'House' in our House System
- Manage the process of Common transfer Files and follow-up on leavers ensuring safe enrolment into their incoming setting
- To sensitively communicate Free School Meals/Pupil Premium, processing the relevant documentation and reporting to the Local Authority for funding
- Responsibility for Academy statutory returns or other relevant reporting
- Management of annual consents and academy agreements required for both pupils, parents/carers, staff and visitors.
- Uploading pupil's contextual information on to online curriculum programs and assessment systems, such as Reception Baseline, Insight, Purple Mash

### **Attendance**

- When required, support with attendance messages either via phone, email or in person, ensuring these are carried out within registers and where required, passed to the appropriate member of staff
- Knowledge of completion of morning and afternoon registers; morning by 9:30am and afternoon by 1:30pm and provide ad-hoc cover when needed. Following safeguarding procedures and contacting parents for unexplained absences.

### **Academy Lunches**

- Support the catering company through promotion of hot lunches and focus on key theme day lunches for annual census reporting
- Support with organisation emergency lunches
- Ensure dietary requirements are communicated to Midday Supervisors, as required

### **First Aid**

- Management of health-care plans, medicine management, allergens and other medical requirements. When required, administer basic first aid and medicines
- Knowledge of medicine signing in/out forms with parents
- Contact parents/carers relating to head injuries and poorly children
- Participate in first aid training.

### **Trust and Academy systems**

- To professionally embody the Trust's values in all aspects of your work and positively contribute to its culture
- To undertake other work of an appropriate nature and in the interests of the Academy as directed by the Head of Academy, Assistant Head, Senior Leader, Trust Business Manager and Trust CEO
- To liaise closely with other members of the team to provide a high-level of customer service at all times
- To participate in the Trust appraisal system
- To be aware of and comply with Trust and Academy policies and procedures on child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the Head of Academy or designated person
- To professionally engage with other IFPT Academy and Trust Administrators for sharing of best practice and support
- To travel to other Trust sites if needed.

This document does not form part of the contract of employment. This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time as Orchard View grows and as such the duties may change.

The Trust has at its discretion, the right to ask you to work in a different academy across the Trust, if the need arises. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes.

**Safeguarding:**

Inspiring Futures Partnership Trust is committed to the safeguarding of pupils and expect all members of staff to share this commitment. Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service, references from previous employers and the Trust's pre-employment medical questionnaire.

We are required to conduct online searches for shortlisted candidates in accordance with the Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. The Trust will require sight of the originals of relevant original ID documentation and qualifications



## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths)</li> </ul>	<ul style="list-style-type: none"> <li>Any further relevant qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Strong administrative experience including booking &amp; scheduling events, managing external agencies and academy lettings</li> <li>Excellent verbal and written communication skills to deal effectively with staff, pupils, parents, governors and external agencies</li> <li>Understanding of Data Protection and GDPR guidelines</li> <li>Managing website &amp; social media content</li> <li>Experienced in CTF process and online curriculum assessment systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within an educational setting, or front office/reception role</li> <li>Qualified First Aider</li> <li>Knowledge of the pupil admissions process</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>High level of IT literacy with good working knowledge of Microsoft Office Suite</li> <li>Accuracy and attention to detail essential</li> <li>Excellent communication skills, both verbal and written</li> <li>Ability to deal with a range of sensitive &amp; confidential issues</li> <li>Strong interpersonal skills</li> <li>Excellent time management and organisational skills</li> <li>Ability to prioritise and work under pressure</li> <li>Ability to both input text and numerical data quickly and accurately</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge or experience of working with school applications i.e. Arbor, School Comms</li> <li>Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Strong team player, with the ability to advise and support others</li> <li>Tact, discretion &amp; diplomacy to work with confidential &amp; sensitive information</li> <li>Friendly, positive, polite and approachable manner</li> <li>Energetic and enthusiastic attitude to work</li> <li>Hard working and conscientious with a professional manner at all times</li> <li>Willingness to undertake relevant training</li> <li>Proactive approach to sharing best practise and expertise across the Trust</li> </ul>	<ul style="list-style-type: none"> <li>Own life experiences in order to enhance the cultural capital of our children</li> <li>Experience gained working within a school environment</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Awareness of safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding legislation and good practice</li> </ul>

## Application and Selection Process

### Further information:

For further information please visit the website: <https://www.orchardviewprimaryacademy.org> or to discuss the role further please contact Orchard View's Head of Academy, Mrs Liz Jones, on 01494 535564 (09:00-16:00) or by emailing: [LJones@ovpa.school](mailto:LJones@ovpa.school)

### Visits

Visits to Orchard View are unfortunately not possible as it has not yet been built, however we strongly encourage a visit to Kingsbrook View Primary Academy, where Orchard will operate for its first academic year, as this will give you an insight into IFPT's child centred, respectful and aspirational culture. Please contact Mrs Liz Jones to organise a visit.

### How to apply

Interested candidates should complete the online application form on My New Term, including a personal statement that outlines your suitability for the post, by referring to the job description and person specification.

In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online My New Term application form to be considered for this position

- **Closing date: 6<sup>th</sup> April 2025**
- **Interviews will be held upon receipt of strong applications**

### Shortlisting

Candidates will be notified if they have been successful for interview. Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

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