



## **Job Application Pack Office Administrator**

**Temporary until 31<sup>st</sup> August 2025  
Part Time (25 hours per week), Term Time Only  
Monday to Friday**

**Salary: Grade 6, Points 7 to 12, £24,293 - £26,421 (FTE)  
Actual Salary: £14,118 - £15,355 per annum**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale**  
Academy  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy’s vision of ‘Together We Make a Difference’ underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school’s motto ‘Lead, Believe, Create, Succeed’ was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, ‘Ambition, Manners and Achievement’. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



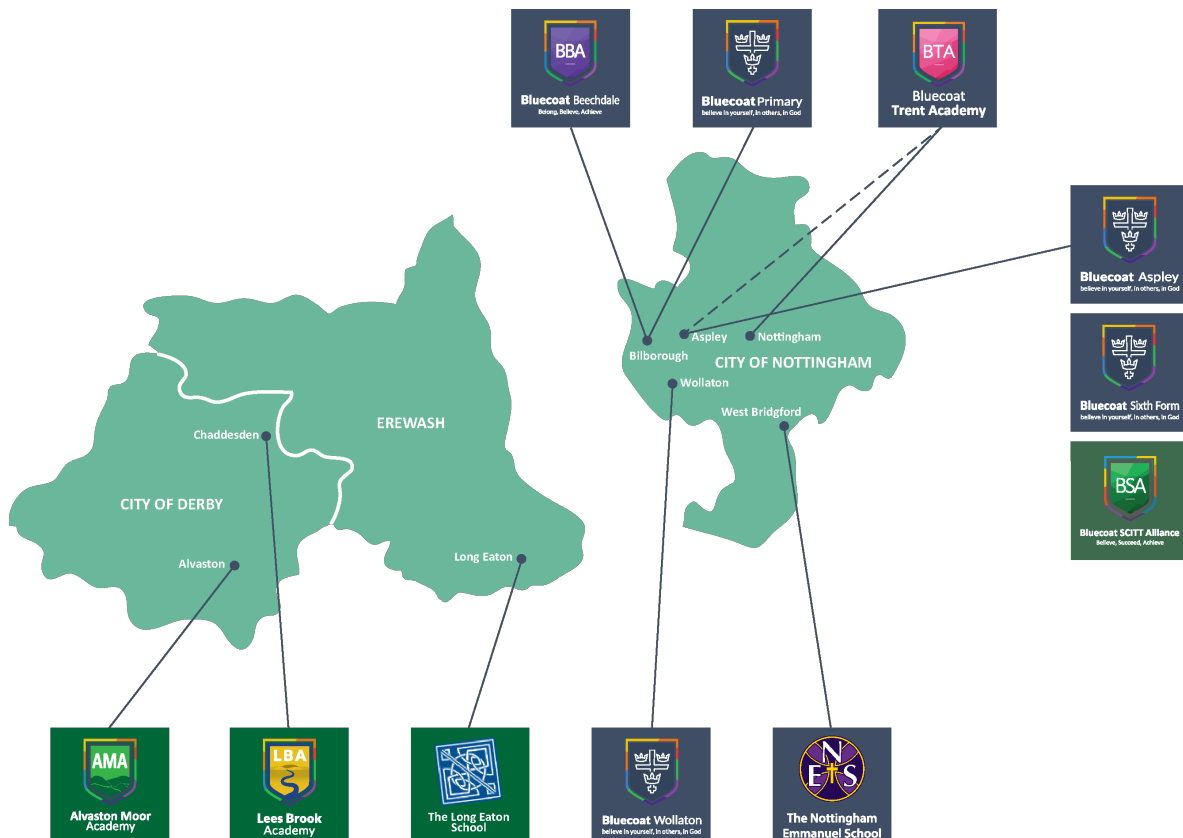
Alvaston Moor Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Principal

I am delighted to welcome your interest in the Bluecoat Trent Academy, after our three years, the founding cohort of staff are loving the opportunity to shape a school from its origins. I have a genuine love of education and learning, it transformed my life, giving me the freedom to make my own choices and enter a profession that brings me joy every day.



The Bluecoat Trent Academy is committed to excellence for all; no matter what the starting point, each individual is supported in reaching their academic potential and striving to meet their goals. We provide extensive opportunities for our students to explore experiences beyond the classroom and discover their individual talents, be it on a sports field, in a theatre or leading an expedition.

We place equal value on ensuring our students grow and develop pastorally and socially. We aim that our students will make life-long friendships and, as in all of Archway's family of schools, there is a strong sense of community. Our students feel they belong.

In this caring and nurturing environment Bluecoat Trent students are prepared to become citizens of the world. Having explored new experiences and through high quality teaching they are clear about their next steps and committed to making a positive contribution to society. This is summarised in the Bluecoat Trent vision and values.

Our vision:

*Strive for excellence; shape the future*

Our values: At Bluecoat Trent we CARE



Citizenship



Aspiration



Respect



Excellence

*"Pupils feel happy and safe at this inclusive school. They are courteous and polite. The 'CARE' ethos of citizenship, aspiration, respect and excellence underpins all that the school does."*

OFSTED January 2024

## The Vacancy

A fantastic opportunity has become available for an adapted position within the core administration team, to support the growth at Bluecoat Trent Academy. Archway Learning Trust are seeking to appoint an experienced Administrator who will possess excellent communication and administration skills along with the ability to prioritise and manage their time accordingly. The role will be based in the main Academy office so they must have the ability to work well in a busy office environment. The postholder will be responsible for multiple areas across the administration service and therefore will need to communicate effectively with a number of different stakeholders. The nature of the role means that no one day is the same and there is always something new to do and learn. The ideal candidate will be personable, have experience in a customer facing role and enjoy dealing with people, both in person and on the telephone.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Whilst this post holder will be predominantly based at Bluecoat Trent Academy, they may be deployed across any of the academies within the Trust in accordance with the needs of the Trust as we grow and develop.



### Applications

For more information about Bluecoat Trent Academy, please visit

<https://www.bluecoattrent.co.uk/>

We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

If you wish to discuss the role further please email [awedge@bluecoattrent.co.uk](mailto:awedge@bluecoattrent.co.uk)

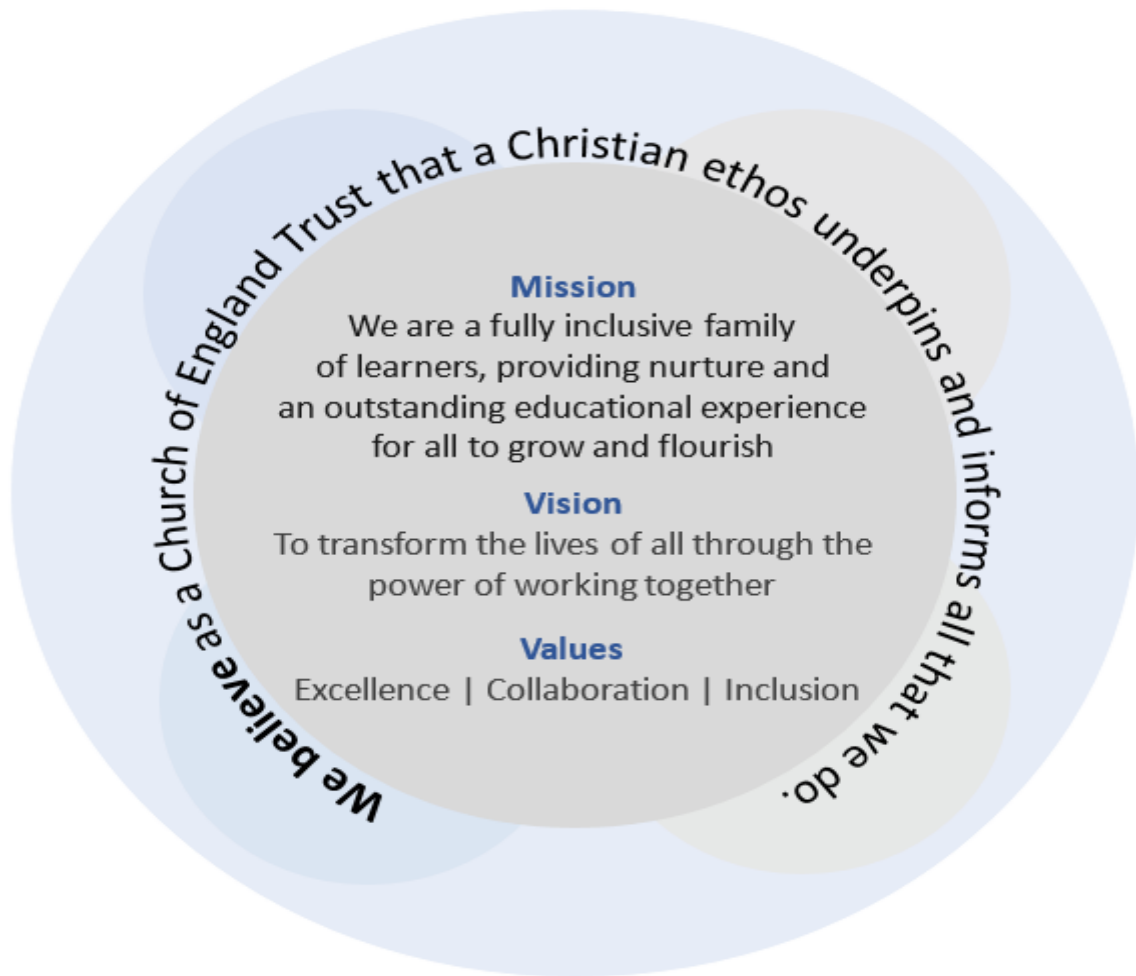
**Closing Date: Monday 14<sup>th</sup> October 2024**

**Interview Date: Friday 18<sup>th</sup> October 2024**

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## ***Working Together, Transforming Lives***

*“The trust fully supports the school’s ambitious vision and its distinctive culture. Support and challenge for leaders are robust and effective. Staff feel valued and are extremely proud to work at the school.”*

OFSTED January 2024

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

*“The school has a clearly understood behaviour policy that helps pupils to conduct themselves well. Within lessons, disruption is rare. If it happens, pupils respond well to the support they receive to manage their behaviour in the future. Staff are typically consistent at implementing the rules. This ensures that pupils feel a sense of fairness in how they are treated.”*

*OFSTED January 2024*



## Job Description

**POST TITLE:** Office Administrator

**GRADE:** 6

**RESPONSIBLE TO:** Office Manager

### JOB PURPOSE

The role objective is to deliver an excellent administrative service and provide a welcoming and professional image of the Trust to every student, parent, visitor or member of staff. The Administrator role will require you to demonstrate an excellent understanding of administrative processes to enable the team to provide an efficient and effective Service.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

These tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder and is not an exhaustive list of all tasks.

- To produce official fixed term suspension paperwork, record these incidents, updating databases and communicating where necessary.
- To act as the Clerk to suspension and exclusion hearings when required, providing an excellent clerking service to the panel including taking minutes and circulating outcome letters.
- Collate information for re-integration meetings to support the effective transition of the Student returning to the Academy.
- To coordinate all external communications for the Academy, ensuring high standards of communication are maintained.
- To manage social media on behalf of the Academy, increasing its visibility, strengthening community links, and managing the Academies reputation.

- To work with stakeholders in the Academy to create content for the y website, to ensure that it remains up to date, relevant, engaging and fully compliant with requirements.
- To manage student consent for photographs and videos.
- Support the planning, coordinating, and implementing of various types of events, which will occasionally be after business hours, to provide an effective facilitation
- Undertake research and obtain information as needed to support decision making
- Maintain an environment which makes students / staff / visitors feels safe and enables them to report any concerns or complaints.
- Assist in maintaining the student record management, ensuring contents & databases are up-to-date and relevant.
- Contribute to the planning, development and organisation of office systems/procedures.
- Supporting with office cover where necessary;
- Provide general administrative support e.g. photocopying, filing, compiling responses and respond to routine correspondence, with a strong understanding of Microsoft 365.
- Provide first aid assistance to staff, students and visitors as and when necessary.
- Assist with student welfare duties such as dealing with sick students, liaising with parents/carers and relevant staff, dealing with complex student matters, investigating and resolve any matters;
- Provide an effective and efficient reception service to the Academy, acting as a first point of contact, welcoming visitors, staff, and students in a courteous, prompt, and professional manner
- Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post.

#### **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### **DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

<b>PERSON SPECIFICATION – OFFICE ADMINISTRATOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION &amp; TRAINING</b>		
NVQ 2 or equivalent qualification or experience in Business Administration or other relevant discipline	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
<b>EXPERIENCE</b>		
Previous experience of busy reception areas or administrative offices, requiring the ability to prioritise a busy and varied workload.	*	
Previous experience of working within an educational setting.		*
Processing data accurately into an MIS database		*
An interest in office processes and systems	*	
Willingness to identify and develop own IT skills	*	
Strong organisational, planning and administrative skills	*	
<b>PROFESSIONAL SKILLS</b>		
Communicate effectively verbally, in writing and through IT to a wide range of internal and external audiences.	*	
Excellent IT skills inc. of Office 365, specifically Word, Excel and PowerPoint	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Excellent customer service, negotiation and diplomacy skills.	*	
Attention to detail and a methodical approach to completing tasks.	*	
Calm, patient and approachable in all situations with a strong customer care focus	*	
Strong organisational and administrative skills	*	
Excellent telephone manner	*	
<b>PERSONAL QUALITIES</b>		
High standards of personal presentation	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust	*	
<b>SUITABILITY TO WORK WITH CHILDREN</b>		
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment and will be subject to an enhanced DBS Check	Undertaken on appointment	