



Job Application Pack Office Administrator

Permanent, Full Time, Term Time Only
Salary: Grade 6, Points 7-12, £25,584 - £27,711 FTE
Actual salary: £19,135 - £20,726 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.



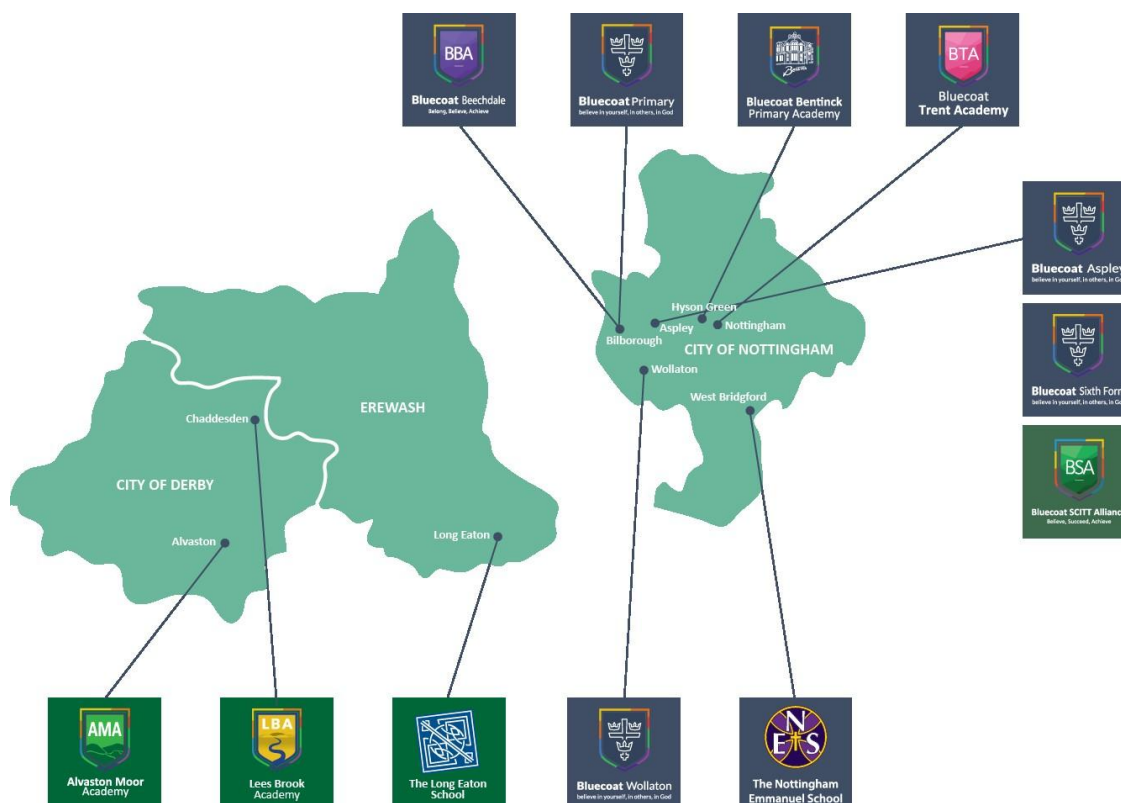
Alvaston Moor
Academy

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

It is with great pride that I introduce you to Lees Brook Academy.

We believe that every young person should have the chance to be successful, regardless of their ability or background and have access to a high quality broad and balanced curriculum. Our aim is that all students should leave the school as highly qualified, confident and well-rounded young people who will go on to be successful in the world of work. We ensure we equip students with the skills, knowledge and confidence for the future, and our dedicated body of staff here work tirelessly to support this success for all.



We are passionate about our students and are deeply committed to ensuring that they have a rich and successful experience at Lees Brook Academy. We set high standards and have high expectations in every aspect of school life. We are so proud of the many opportunities we provide for our students. There are a wide range of extra-curricular activities that students are encouraged to take part in, including trips, visits and activities, all organised to develop the whole person.

We really hope you choose to come on this journey with us and look forward to welcoming you to Lees Brook Academy. Do not hesitate to contact us for further information if you would like to visit us and learn more.

A handwritten signature in blue ink that reads "Clare Watson".

Clare Watson
Principal

The Vacancy

Are you ready to make a real impact in a dynamic, fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and dynamic individual to join our team as a Office Administration at our Lees Brook Academy. This is not just a job; it's an opportunity to be part of an organisation dedicated to working together to transform lives.

At Archway Learning Trust, our mission is to collaborate and transform lives through education. Schools are vibrant and ever-evolving places to work, where no two days are the same. We believe in the power of passion, drive, agility and the ability to reprioritise quickly to meet the diverse needs of the communities we serve.

In this varied and exciting role, you will work closely with the Administration Manager, providing essential support being responsible for ensuring a highly efficient and effective administrative service and serve as a central point of contact.

The ideal candidate will be highly organised with excellent administrative skill, an excellent communicator with strong interpersonal abilities and capable of maintain composure in a bustling educational setting.

You won't be alone in this journey. Our network of Office Administrators across Archway Learning Trust offers opportunities to share best practices, overcome challenges, and develop innovative processes.

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.



The role will be based at Lees Brook Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Lees Brook Academy and the vacancy, please visit <http://leesbrook.co.uk/index.php> To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

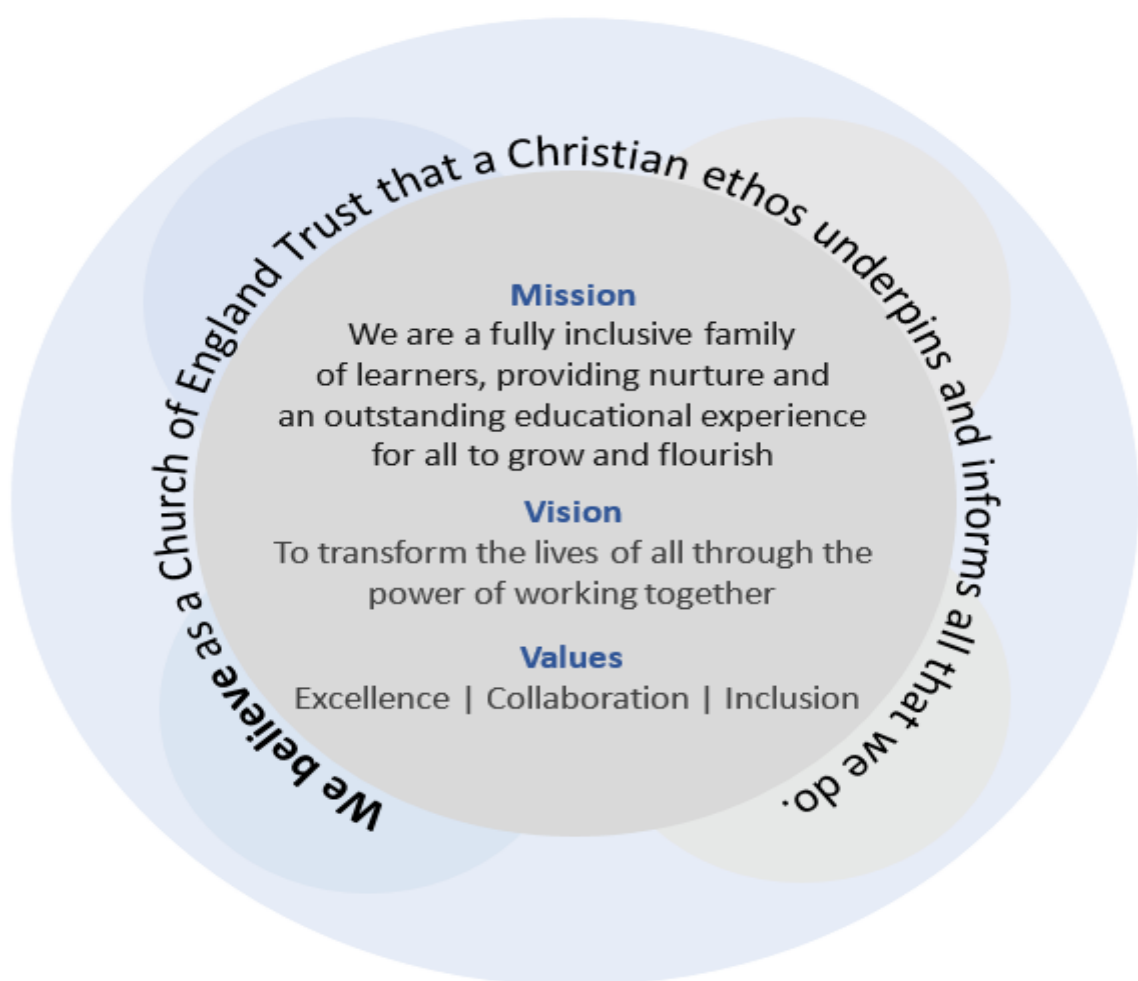
Closing Date: 9am, Friday 25th April 2025

Interview Date: Week commencing 28th April 2025

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

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

Job Description

POST TITLE: Office Administrator
GRADE: Grade 6
RESPONSIBLE TO: Administration Manager

JOB PURPOSE

To support the effective service delivery, working under the supervision of the Administration Manager to ensure that efficient, effective and professional administrative services are provided for all stakeholders.

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

- Make maximum use of the Academy's communications portals, ensuring correspondence is effective and enhance the Academy's visibility and reputation.
- Facilitate effective internal communications within the academy, ensuring transparent and timely dissemination of information to all staff members.
- Manage a calendar of all upcoming events and significant dates, advertising on appropriate social media platforms to reach a broad audience. Schedule regular posts about events, achievements, and updates.
- Regularly update the Academy's website to ensure it complies with all regulatory standards. Use the Trust's Audit form as a checklist to ensure all updates are completed.
- Support the planning, allocating, and effective delivery of work experience programme, including building and maintaining relationships with employers to ensure smooth operations. Responsibilities also include developing and maintaining an employer database, answering queries via telephone, email, and in-person, and ensuring all statutory requirements regarding health and safety are met through thorough checks and reviews. Additionally, the role requires organising and collecting feedback from both employers and students to continually improve the programme.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy.

- Manage the necessary paperwork for student suspensions and permanent exclusions, ensuring accurate information and submitting appropriate correspondence. Collate information for reintegration meetings to support year leaders.
- Provide first aid assistance to staff, students and visitors as and when necessary; having oversight of the collation of necessary information for first aid investigations.
- Support the provision of a comprehensive reception service, including greeting visitors to the Academy and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person;
- Proactively take responsibility for ensuring visitor information is provided in advance of their arrival where possible, enforcing the correct safeguarding procedures are followed;
- Undertake a comprehensive range of administration tasks, ensuring prioritization and meeting deadlines. Perform general office duties such as answering calls, minute taking, and photocopying.
- Supporting with officer cover where necessary;
- Enter and retrieve data related to students on the MIS database and other software packages as required.
- Assist with student welfare duties, dealing with sick students, liaising with parents/carers, and resolving complex student matters.
- The specific responsibilities are not exhaustive and are subject to change. Alternative duties commensurate with the level of the post may be allocated according to need.

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.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – OFFICE ADMINISTRATOR

	Essential	Desirable
Education and Training		
NVQ 2 or equivalent qualification or experience in Business Administration or 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.	*	
Experience		
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.		*
Previous working knowledge of SIMS.net database		*
An interest in office processes and systems	*	
Willingness to identify and develop own IT skills	*	
Ability to create and analyse data	*	
Professional Skills		

Communicate effectively verbally, in writing and through IT to a wide range of internal and external audiences.	*	
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.	*	
Strong use of Microsoft packages	*	
Strong organisational and administrative skills	*	
Good time management skills	*	
Personal Qualities		
Confident, enthusiastic, motivated and committed.	*	
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.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the trust.	*	