



## Office Administrator



## Candidate Information Pack



*"Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school"*

## Contents

Page 3	Welcome from Chief Executive Officer
Page 4	Anglian Learning, a unique multi academy trust
Page 6	Linton Village College - About Our School
Page 8	Office Administrator - About the role
Page 10	Office Administrator - Job Description
Page 12	Office Administrator - Person Specification



## Welcome from the Chief Executive Officer

Thank you for your interest in the position of Office Administrator at Linton Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact [hrhub2@anglianlearning.org](mailto:hrhub2@anglianlearning.org)

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin  
Chief Executive Officer



*"Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school"*

## Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 9000 pupils and employs over 1200 members of staff in 18 schools across three counties, with a 19th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

### Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed



#### Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



#### Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



#### Empowerment

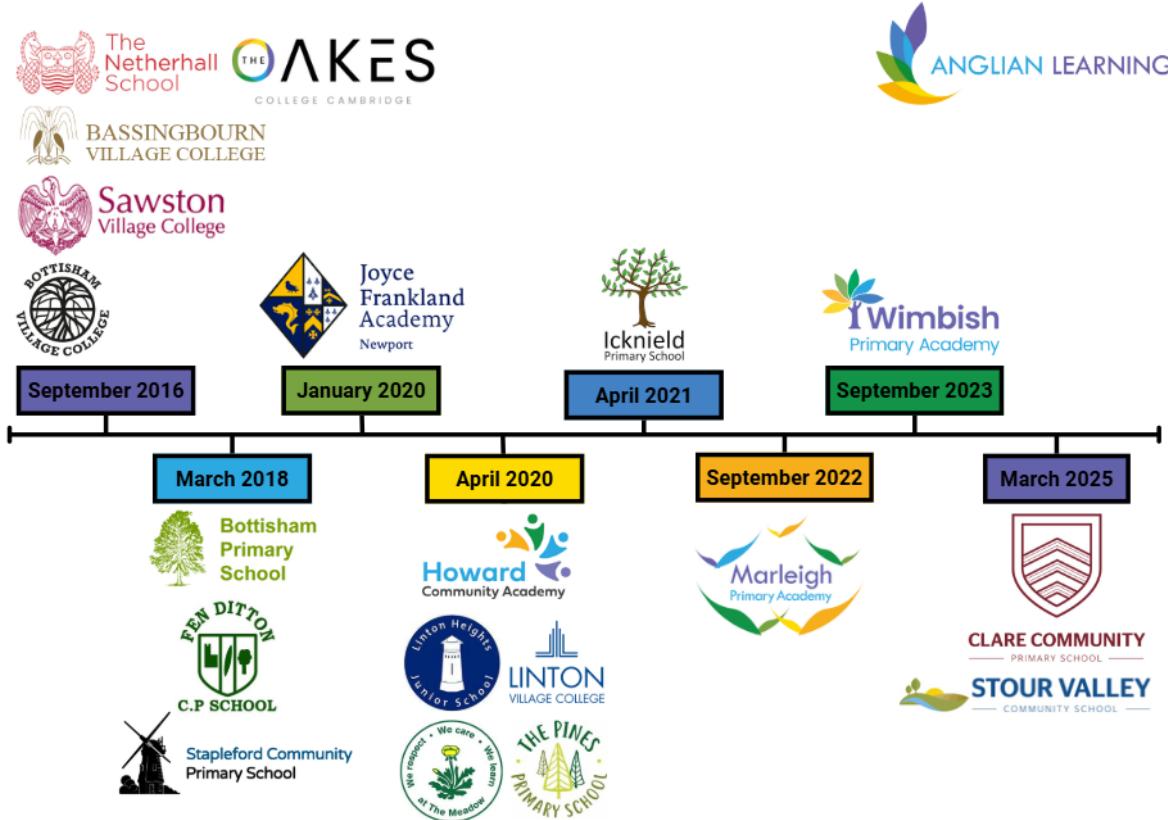
We enable our academies, staff and learners to embrace new ideas and think creatively



#### Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

**It is an exciting time to join our growing Trust.**



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

## **Linton Village College**

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff and helps you to appreciate what makes Linton Village College a special place to work and learn.

### **College ethos**

We are a relatively small 11-16 comprehensive secondary academy with around 765 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the third of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community users.

### **Location and facilities**

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. We are co-situated with Granta Special School on our site.

### **School culture**

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. We strive for all of our students to develop as caring and independent Linton Learners to achieve success in their education and their lives. We have a strong safeguarding culture at the College.

### **Student profile**

As Linton Village College has grown, its student demographic has diversified. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. The proportion of students eligible for the Pupil Premium is lower than the national average (around 15%). We have relatively few EAL students.

### **Pastoral care**

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the five Heads of Year and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team. This team works in partnership with the SEND team in our Henry Morris Centre.

### **Enriching education**

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and we are also proud of our exceptional provision in the Arts.

### **Professional networks**

We joined Anglian Learning Trust on 1<sup>st</sup> April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement. Our staff body benefits from accessing training through The Cambridge Teaching Hub and through membership of Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools.

### **College Improvement priorities**

Our current College improvement strands and leadership priorities focus on achieving consistently high-quality education.

- 1) Inclusive Classrooms - All students accessing ambitious teaching
- 2) The Linton Learner - Developing independent learning behaviours
- 3) Belonging by Design – Growing community relationships

It is my eleventh year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's journey.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Helena Marsh

Principal

## **Office Administrator – About the role**

**Hours: Part time, 23 hours per week (Wednesday-Friday), 38 weeks per year**

**Main Scale 3, Point 5-6 (FTE £25,583 - £25,989)**

**Contract Type: Fixed term until 31/08/2026**

Anglian Learning is a high-performing multi-academy trust responsible for 18 schools in West Suffolk, Cambridgeshire, and Essex, educating over 9,000 pupils and employing more than 1200 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making reasonable adjustments to ensure you thrive in your role.

## **The Vacancy**

We are looking for a well organised, efficient and welcoming person to be the first point of contact for all visitors and stakeholders to the College Reception. The successful applicant should have strong IT, written, communication and inter-personal skills and be able to work as part of a friendly and supportive team.

The Office Administrator role is varied and requires someone with good attention to detail and discretion. Experience of working within a school setting would also be helpful.

Working hours are 23 hours a week across 3 days (Wednesday-Friday). The ability to work additional hours during busy periods and to cover for absent colleagues would be welcomed.

*Requests for flexibility in working arrangements/patterns will be considered.*

## Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all Anglian Learning's Sports Centres
- 20% Discount on Adult Education Classes
- Employee Assistance Programme
- Cycle to Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers
- A friendly, community environment.
- Access to free parking on site.
- A commitment to supporting healthy staff workload and wellbeing.
- Access to staffroom with free tea and coffee.

## Application

If you would like to arrange an informal discussion, please contact Rachel Drennan, HR Officer [hrhub2@anglianlearning.org](mailto:hrhub2@anglianlearning.org).

To apply for the vacancy please complete the online application from our website: <https://anglianlearning.org/join-anglian-learning/vacancies/>. Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative format, please contact Rachel Drennan, HR Officer [hrhub2@anglianlearning.org](mailto:hrhub2@anglianlearning.org).

**Closing Date:** 9.00am on Monday 2<sup>nd</sup> February 2026

**Interview date:** TBC

**Start date:** ASAP

---

*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org)*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.*

*As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical. Do contact us to discuss further.*

*Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school*

---

## Office Administrator

<b>Salary</b>	Main Scale 3, Point 5-6 (FTE £25,583 - £25,989) (Full-time equivalent).
<b>Hours</b>	Part time, 23 hours per week (Wednesday-Friday), 38 weeks per year
<b>Pension</b>	LGPS is a salary-related, defined benefit scheme and is not affected by stock market changes or performance of investments.
<b>Disclosure Level</b>	Enhanced DBS.
<b>Location</b>	The post holder will be based at Linton Village College.
<b>Job Purpose</b>	The office administrator is responsible for supporting the administrative and organisational processes within the school. They assist with the smooth running of school operations by supporting with communication, addressing student needs and completing staff admin requests. They also function as the initial point of contact for parents, visitors and other stakeholders at the College's reception so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

## Main Responsibilities

### General administration

- Handle incoming and outgoing post, including filing in staff pigeonholes, franking post and liaising with postal staff.
- Write and send email responses that are accurate, professional and uphold the school's vision and values and are in line with data protection requirements.
- Organise and manage completed forms from parents/carers and support with data collection.
- Update and maintain information systems and support with data management and processing.
- Carry out essential office tasks such as filing, printing, and photocopying.
- Maintain and troubleshoot office equipment, reporting any issues with the school's IT systems.
- Manage the room booking and lockers system, car parking permits and staff/visitor lanyards.
- Oversee uniform deliveries and issue to students.
- Manage the coordination of school photographs and vaccination events in liaison and communication with relevant staff.
- Assist with the planning, administration and execution of parents' evenings, meetings, and events, including room, equipment and refreshment booking.
- Provide IT support/trouble-shooting parents regarding log in details/information.
- Locate/retrieve students for external visitors, delivering messages/items to students.
- Manage the confiscation, processing and logging of student items such as mobile phones, jewellery etc.

### Reception

- Act as the first point of contact for parents and visitors arriving at the school, providing a warm, friendly and professional welcome.
- Deal with telephone and face-to-face enquiries from visitors, staff and students, efficiently and in a professional and supportive manner.
- Assist with managing the school's email inbox, ensuring timely responses and appropriate forwarding to relevant staff.
- Manage phone calls to the school, triaging queries and communicating in a professional and efficient manner, forwarding messages to relevant staff members.
- Respond to messages promptly and accurately, passing on information to relevant staff members, as necessary.
- Seek support from other colleagues where necessary to respond to complex enquiries and to escalate unacceptable conduct.
- Assist with on-call support system, managing emails and communication from staff to support with addressing safeguarding and behavioural issues in a timely way.

### Written communication

- Manage the school's communication system, sending messages to parents/carers as required with the appropriate checks in place.
- Maintain the school's website, ensuring content is up-to-date, accurate, and compliant with relevant standards, including the school calendar, parent communications page, and term dates.
- Update and distribute online and offline communications (e.g., letters, newsletters etc.) to parents, staff and other stakeholders, with appropriate proofing and checks in place and in line with GDPR guidance and photo permissions.

### Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes/lanyards and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.
- Support with critical incident processes, e.g., lockdown protocol, in line with policy and in liaison with relevant staff.
- Maintain records in compliance with data protection laws and the school's record retention schedule, ensuring confidentiality and information security.

### First Aid Triage

- Act as a first point of contact for student health incidents, providing basic first aid and assessing the need for further medical attention.
- Record details of health incidents and first aid provided in the school's Management Information System (MIS), maintaining accurate and confidential records.
- Notify parents or carers of significant health incidents, ensuring clear and compassionate communication about their child's condition and any required actions.
- Coordinate with external health services as necessary, facilitating their involvement with minimal disruption to school activities.
- Update the school's health records and incident logs, including the use of systems like Every for specific events or external visitor incidents, ensuring compliance with data protection and student privacy policies.

Any other duty requested by the line manager commensurate with the post

## Office Administrator Person Specification

Education	Essential/ Desirable	Application/ Interview/ Reference
Educated to GCSE Level or equivalent with a good standard of literacy and general education	E	A/I
GCSE grade C+ or equivalent in English and maths	E	A
Current First Aid at Work qualification, or willingness to train as a first aider	D	A

Experience	Essential/ Desirable	Application/ Interview/ Reference
Previous office experience	E	A/I/R
Experience of working in a school or college context	D	A/I/R

Professional Qualities	Essential/ Desirable	Application/ Interview/ Reference
A high level of organisational ability	E	A/I/R
Ability to work well with other colleagues	E	A/I/R
Ability to communicate effectively with staff and pupils	E	A/I/R
Ability to acquire new skills quickly	E	A/I/R
Ability to work independently and use initiative	E	A/I/R
Maintain confidentiality and discretion	E	A/I
An interest in education	E	A/I
Proficient in MS Office applications, including Word, Excel, Outlook, PowerPoint and Publisher	E	A/I/R
Proficient in social media applications, eg Facebook	D	A/I/R

Proficient in SIMS.net/Bromcom or other school management information system	D	A/I/R
Willing to undertake further training as required	E	A/I

Personal Qualities	Essential/ Desirable	Application/ Interview/ Reference
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I/R
Energy and enthusiasm	E	A/I/R
Confidence	E	A/I/R
Resilience	E	A/I/R
Good sense of humour	E	A/I/R
Adaptable and flexible	E	A/I
Ability to remain calm in difficult situations	E	A/I/R
Ability to work as part of a team	E	A/I/R
Excellent attendance and punctuality	E	A/I
Appropriate professional relationships with colleagues and children	E	I

---

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org)

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical. Do contact us to discuss further.

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school

---