



## **Job Application Pack Office Administrator**

Permanent, 30 Hours per week (Monday to Friday, 6 hours per day),  
Term Time Only

Salary: Grade 6, Points 7-12, £25,584 to £27,711 (Full Time Equivalent)

Actual Salary: £17,842 to £19,325 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 Trust's.



*S. Hampton*

|   |       |
|---|-------|
| About the Trust                         | 03    |
| Trust Ethos, Mission, Vision and Values | 04    |
| Our Schools / Locations                 | 05-06 |
| Welcome from the Principal              | 07    |
| The Vacancy and how to apply            | 08    |
| Job Description                         | 09-10 |
| Person Specification                    | 11    |

## 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.

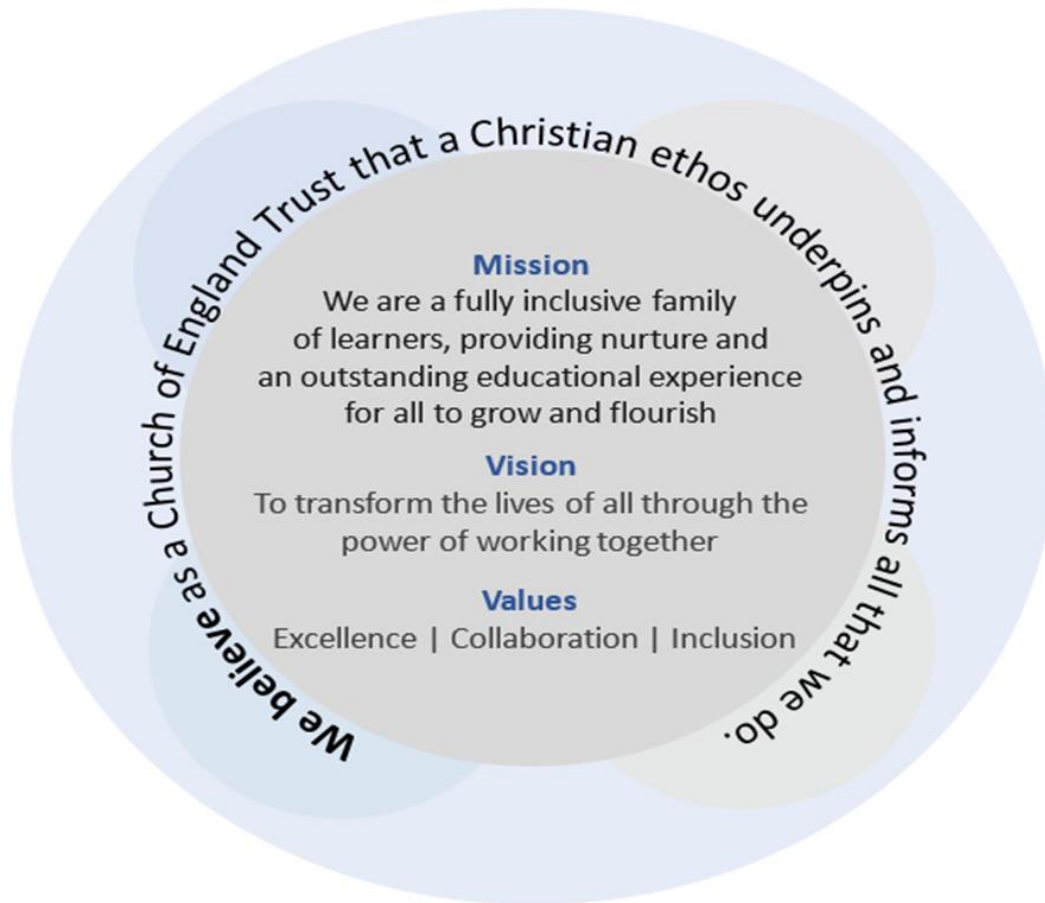
## We believe

- That a Christian ethos underpins and informs all that we do.
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement.
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community.
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation in life.
- That the family of academies within the Trust, working together, will secure continuity and progression for all.
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage.
- That, through its structures and work, the Trust can create and support effective Governance for all members.
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be support with their development needs and economies of scale achieved.



## 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

## 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 Bentinck 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.



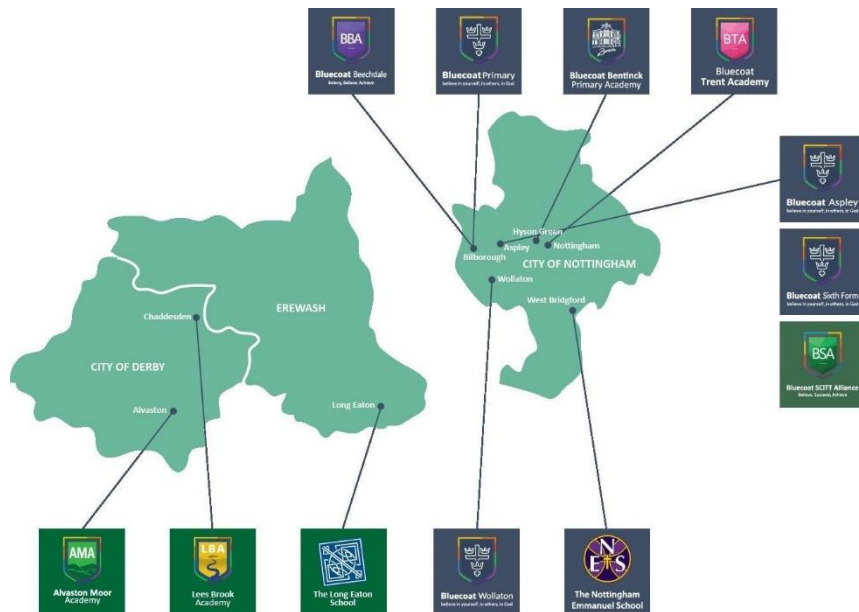
Alvaston Moor Academy

## 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, Mr Mark Shipman

Thank you very much for your interest in the role at The Long Eaton School. The school itself is a vibrant place to work and learn. We expect everyone to be the best they can and are supported to achieve this through our values – respect, ambition, academic excellence and the importance of community.

I am extremely proud to be Principal at The Long Eaton School. Our students are wonderful young people, keen to learn. Our staff are hardworking, professional individuals who are committed to the community we serve. The togetherness of students and staff is what makes our school a special place to work. Relationships between staff and students are extremely strong. There is also a close knit and supportive staff team ethic.



Our school is part of The Archway Learning Trust which is an organisation serving Primary and Secondary Academies. As a group of schools we believe in the power of education to transform lives, and are committed to ensuring that all students excel academically, can positively contribute to their community, and are supported in their wider well-being. These values influence every decision taken for staff, for students and our community.

Archway Trust, and Academies within the trust, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join The Long Eaton School, you will be inducted, supported and developed in a deliberate way from before you even take up post.

Above everything we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide an experience that enables them to achieve as well as they can and prepare them for the next stages of their education and life. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the absolute best with your application and thank you for taking the time to consider The Long Eaton School as a place of employment.



## The Vacancy

Are you ready to make a real impact in a fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and passionate individual to join our team. 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 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 Office Manager, providing essential administrative support, ensuring our services are professional, punctual, and of the highest standards. The ideal candidate will be highly organised with excellent administrative skills, an excellent communicator with interpersonal abilities and capability of maintaining composure in a bustling educational setting.

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

We would invite candidates to reach out to our Office Manager, Harriet Whittam on [recruitmentloe@archwaytrust.co.uk](mailto:recruitmentloe@archwaytrust.co.uk) to discuss this role in more detail.

## Applications

For more information about The Long Eaton School and the vacancy, please visit <http://www.longeaton.derbyshire.sch.uk/>

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 3<sup>rd</sup> January 2025

**Interview Date:** Wednesday 8<sup>th</sup> January 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.



## **JOB DESCRIPTION**

**POST TITLES:** Office Administrator

**GRADE:** Grade 6, Points 7 – 12

**HOURS:** 30 hours per week, Monday to Friday, 6 hours per day

**RESPONSIBLE TO:** Office Manager

## **JOB PURPOSE**

This post holder will work under the supervision of the Office Manager:

- Provide a confidential and professional administrative support for the Academy.
- Provide an administrative service that contributes and supports the strategic and innovative processes, procedures and direction of the Academy.

## **GENERAL RESPONSIBILITIES**

1. Support the overall Christian ethos of the Trust. 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
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall aims of the Trust and Academy Improvement Plans
4. To develop and implement own professional development and skills
5. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
6. To demonstrate an excellent record of attendance and punctuality.
7. Work cooperatively as part of the Trust wide staff team
8. 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 throughout the Academic Year and are not an exhaustive list of all tasks. These tasks are not all required at the same time and we would expect the post holder to prioritise based on the requirements of the Academy.

### **General Administration**

- Assist in providing comprehensive reception services, 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.
- Work cooperatively as part of the Academy administrative team, covering absence, vacancies and supporting colleagues at times of heavy workload.
- Assisting with the uptake of free school meals by promoting and supporting families, maintain the database for the recording of eligibility, recording free meal entitlement and conversely removing when no longer eligible ensuring regular eligibility checks are fulfilled;
- Assisting with the facilitation of the Year 10 Work Experience programme, providing the senior leader responsible for Work Experience with administrative support;
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Undertake word processing and other IT based tasks as required using Microsoft Office and other relevant programmes/software.

### **Marketing & Communications**

- Being involved with all aspects of content, such as; creating content (video and photography), and managing social platforms
- Scheduling content across multiple channels.
- Planning monthly content creation.
- Bringing new campaign ideas based on new trends and features.
- Collaborating to offer key insights, opportunities and advice to ensure compliance of the Academy website.
- Administrating student consent, ensuring it is recorded appropriately, providing information or where consent has been given and gaining consent where required.

### **Pastoral Administration**

- Supporting the Academy with events management which can be outside of School Hours. Ensuring the event is advertised, logistics are considered accordingly and promoting parental engagement to support successful uptake to these events. There is an expectation for you to attend these events, to ensure a smooth facilitation.
- Engagement with external contacts, being the point of contact for the Academy.

## 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.

| <b>PERSON SPECIFICATION – OFFICE ADMINISTRATOR</b>  |                  |                  |
|---|------------------|------------------|
| <b>EDUCATION &amp; TRAINING</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</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>KNOWLEDGE</b>  |                  |                  |
| Previous working knowledge of an MIS database or similar  |                  | *                |
| Excellent IT skills inclusive of Microsoft 365, specifically, Word, Excel, PowerPoint and Outlook   | *                |                  |
| Ability to handle, create and analyse data.   | *                |                  |
| Knowledge of relevant policies, legislation and codes of practice   |                  | *                |
| <b>EXPERIENCE</b>   |                  |                  |
| Previous experience of administrative computer systems  | *                |                  |
| Previous experience of working within an educational setting  |                  | *                |
| Previous experience of working within a busy office environment.  | *                |                  |
| Significant experience of administrative processes  | *                |                  |
| <b>PROFESSIONAL SKILLS</b>  |                  |                  |
| Excellent communication and interpersonal skills  | *                |                  |
| A strong customer service advocator, who models good practice and is able to identify stakeholders' needs quickly and efficiently.  | *                |                  |
| Ability to communicate with a wide range of 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.   | *                |                  |
| Good time management skills   | *                |                  |
| Good understanding of GDPR and how to work within this framework  | *                |                  |
| <b>PERSONAL QUALITIES</b>   |                  |                  |
| Confidence and independence to work using own initiative  | *                |                  |
| Assertive, enthusiastic, motivated and committed  | *                |                  |
| Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.  | *                |                  |

|  |   |  |
|--|---|--|
| Resilience and ability to build and maintains effective relationships with colleagues.     | * |  |
| To be professional and confidential with the ability to deal with complex student matters. | * |  |
| Commitment to Equal Opportunities  | * |  |
| Willingness to work within the Christian framework of the Academy                          | * |  |
| Suitability to work with children. Enhanced DBS check.                                     | * |  |