



## **Job Application Pack Office Manager and PA**

Temporary until 31<sup>st</sup> August 2025

25 Hours Per Week (hours to be split over 5 days)

Term Time + 2 Weeks

*Salary: Grade 8 Points 19 - 24 £29,777 - £33,024 per annum*

*Actual Salary: £18,189 - £20,172*

## Welcome from the CEO



We are looking to appoint a committed Teaching Assistant to contribute to the teaching and learning at Bluecoat Bentinck Primary Academy. The successful candidate will be self-motivated, confident and be able to work well as part of the Primary team. The post holder will be expected to support pupils in both Key Stage 1 & 2.

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. We are based in the heart of the city of Nottingham, providing high quality learning experiences for students from the ages of 3 – 18.

With the success of Bluecoat Bentinck Primary and the development of our primary offer, Archway has been asked to support and work in partnership with a number of primaries across the region. This, along with more primaries joining the Trust, has enabled us to create an exceptional primary Senior Leadership Team to support Leaders in our schools.

Our Trust is made up of both Church of England academies and schools of no designated religious character. This unique blend has created a distinctive family of schools that are bound together through a passionate belief in the transformational power of education for every child.

Click [here](#) to learn more about our family of schools.

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. All academies retain a high level of autonomy and individual character – understanding their own local context to best serve their community. In turn, it is our responsibility centrally to provide high quality support services, so that leaders at a local level can focus their efforts on shaping teaching and learning opportunities that are of the highest quality and continually improving.

It is our people that make our Trust – and we invest heavily into our colleagues to ensure they feel recognised, supported and developed. CPD and career development play a key role and the growth of our 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.

It is our aspiration to be recognised as an employer of choice and to support this we work hard to develop our “Archway People Offer” and as part of this we have shaped an employee benefit package for colleagues including discounted travel, shopping and gym memberships. We also offer access to health and medical services and a cycle to work scheme. To hear directly from our colleagues about what makes Archway Learning Trust different click [here](#).

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.



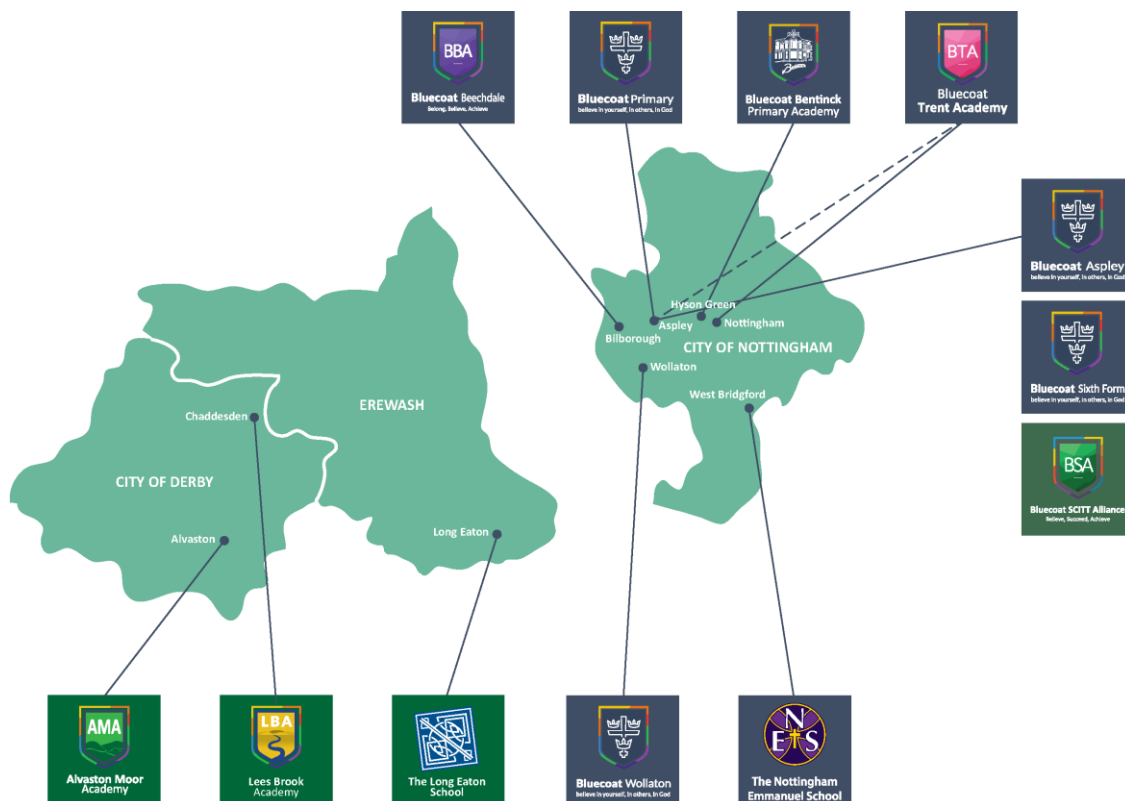
Alvaston Moor Academy

## 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 Head Teacher

Bluecoat Bentinck Primary Academy is an inclusive, multi-cultural school in Hyson Green. Our motto is ***'Together, we make a difference'*** and everything we do supports our aim to nurture our children into becoming safe, confident and happy individuals.

At our school, everyone is celebrated and all cultures and beliefs are valued. We are proud to have children from many different nationalities within our school community and work hard to provide a good education for all of our children. The governors and staff work together with Parents/Carers and the community to create a culture of inclusion and high expectations that is underpinned by our school motto and following our 4 simple rules – 'Ready, respectful, responsible and safe'.

We strive to nurture our children into becoming safe, confident and happy individuals who are able to engage in the wider community. We aim for our children to develop strong characteristics for learning, including: resilience, responsibility, resourcefulness and reflectiveness.

We endeavour to deliver a rich and varied curriculum to our children that is exciting, stimulating and sparks the children's imagination. We aim for our children to enjoy learning, to experience a wide range of different things, and in different ways, from learning outside of the classroom, to going on educational trips, ensuring that they are ready and prepared children for the next stage of their educational journey.



## 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 an Office Manager and PA at our Bluecoat Bentinck Primary School. 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 Head of School, providing essential support that includes managing the Academy Office, ensuring our Reception and Administrative services are professional, punctual, and of the highest standards. You will lead a team of up to two receptionists / administrators, as well as a small team of midday supervisors fostering a professional and supportive environment. You will be responsible for ensuring a highly efficient and effective administrative service to the whole school and serve as the central point of contact, harmonising the work of the central trust services and the Academy.

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

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

This is a temporary 1-year contract, with the exciting potential to become permanent. Bluecoat Bentinck Academy has recently joined the trust, leading to significant organisational changes and new needs. This role is pivotal as we explore and adapt to meet these evolving needs.

The role is primarily based at Bluecoat Bentinck Primary Academy, but you may occasionally support or work at any of our sites within Archway Learning Trust.

If you're ready to contribute to a mission-driven organisation where your work truly matters, apply now to join Archway Learning Trust as an Office Manager and PA. Together, we can transform lives through education.



### Applications

For more information about Bluecoat Bentinck Primary Academy and the vacancy, please visit <https://www.archwaytrust.co.uk/vacancies/>. 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, Monday 15<sup>th</sup> July 2024

**Interview Date:** Thursday 18<sup>th</sup> July 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*

### 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 Manager and PA

**GRADE:** Grade 8

**RESPONSIBLE TO:** Head of School

### JOB PURPOSE

- Act as the point of contact at the Academy by aligning this with an in-depth understanding of our Trusts central functions to achieve any necessary outcomes.
- Fostering a culture of championing change management within the Academy.
- To undertake high level, professional PA and administrative duties to support the Head of School and the Senior Leadership Team to operate effectively in their role
- Present a positive image of our Trust at every opportunity. You will often be the first point of contact and will need to create a warm and welcoming environment, demonstrating a calm and confident manner.
- Act as a line manager and supervise the administration team, carrying out inductions, appraisals, and probation reviews.
- Forward-thinking, able to effectively lead and support the development of the school's administration function, to ensure the provision supports the needs of the Academy

### 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

- Lead and manage the core administrative function of the academy, providing an efficient and effective support services to all stakeholders, maintaining the highest standards of professionalism and accuracy, developing processes, routines and effectively line managing and developing staff.
- Organise the office workload, including forward planning, work allocation and monitoring, providing guidance and advise, training and induction of staff as part of delivering flexible, efficient and cost-effective support service.

- Responsible for the software managed within the administration service, ensuring it is set up, maintained and has the ability to run reports to analyse and identify strategies to improve the service;
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the Academy.
- To create an efficient team, who can provide effective cover in staff absence
- To motivate staff and encourage teamwork and good practice in order to achieve excellent standards of service delivery.
- To encourage staff career development and reviewing training requirements.
- Supporting with interview arrangements and recording the necessary information for visitor management on the Single Central Record
- To administrate the entry of staff absences into a centralised HR system, to support with the absence management procedures within the Academy.
- Providing expertise and experience to influence and drive strategies forwards and help inform decisions of other senior leaders collectively.
- Directly responsible for overseeing compliance in areas including but not limited to, records management, school admissions and appeals, census returns, and free school meal eligibility.
- 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 and coordinate various projects, ensuring their successful implementation and alignment
- Proactively manage diary commitments for the Head of Schools schedule, accommodating regular complex changes in schedule and pick up diary conflicts so that key deadlines are met.
- Process complaints in accordance with policy and procedures, by maintaining records and outcomes.
- Preparing reports when necessary including analysing data to identify various facts and trends to support with making important decisions.
- Ensuring adherence to statutory and regulatory requirements, including but not limited to safeguarding and data protection, maintaining the highest standards of compliance in all administrative activities.
- Responsible for the management of the MIS, ensuring accuracy, maintenance, appropriate promotions, and taking all opportunities to ensure we take advantage on what can be offered.
- Responsible for completion and submission of the School Census.
- To create and manage the Calendar ensuring that this is created in time for the Academic Year in liaison with Trust.
- First Aid: Provide first aid assistance to staff, students and visitors as and when necessary; collate the necessary information for first aid investigations, being in a central position to collate the information required; lead on the bookings for first aid training, ensuring this meets the needs of the first aid needs assessment, of which you will be responsible for.
- 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.
- 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 Manager and PA	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; TRAINING</b>		
NVQ 3 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.	*	
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
Experience of working as a PA for a senior executive		*
Excellent IT skills inclusive of Microsoft 365, specifically, Word, Excel, PowerPoint and Outlook	*	
Understanding of relevant policies, legislation and codes of practice within Education		*
Previous experience of working within an educational setting		*
Management of an MIS database or similar	*	
Experience of working collaboratively within a large organisation	*	
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.	*	
Experience of recruitment, staff development and performance management	*	
Significant experience of developing administrative processes	*	
<b>PROFESSIONAL SKILLS</b>		
Excellent communication and interpersonal skills	*	
Ability to handle, create and analyse data.		
Strong leadership skills and a strong focus on service delivery	*	
Possess integrity, honesty, and confidentiality	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Able to focus on longer term objectives, as well as deal with the daily workload within a busy work environment.	*	
Ability to lead and manage staff effectively and sensitively	*	
A strong customer service advocator, who models good practice and is able to identify stakeholders' needs quickly and efficiently.	*	
Ability to communicate vision and inspire others	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence to work using own initiative	*	
Flexibility in providing support and knowledge	*	
Assertive, enthusiastic, motivated and committed	*	
Builds and maintains effective relationships with colleagues.	*	
Ability to work as part of a team understanding Academy roles and responsibilities and your own position within these.	*	
Ability to assess priorities, think critically and strategically, make decisions and negotiate solutions	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust	*	

Suitability to work with children. Enhanced DBS check.	*	
Suitability for promoting and safeguarding the welfare of children and young people	*	