NEWARK
ACADEMY



JOB APPLICATION PACK

Pastoral Admin Assistant

Salary: Scale 3 (£25,584 - £25,989 pro rata, £21,967 - £22,315 actual per year)

Contract: Permanent, full time, term time only

Closing Date: Wednesday 25th November 2026 at 9am

Start Date: 4th January 2027

nova Education Trust

NEWARK
ACADEMY



Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in this role at Newark Academy. I extend you a very warm welcome and hope that you are encouraged to apply after reading the information contained in this pack.

I am enormously proud to be the Head Teacher of a vibrant, dynamic and values driven community school where 'working hard' and 'being kind' permeate every aspect of academy life.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development to ensure that every member of staff can be the very best they can be.

We are a community academy and work in partnership with students, parents and carers to secure strong academic achievement but we are equally passionate about personal and social development outside the classroom and we encourage our students to take an active part in a range of enriching experiences that compliment academic studies as well as opportunities to develop as life-long learners.

Following a very successful Ofsted inspection, our academy is now rated Good in every area with Leadership and Management rated as Outstanding.

With a first class, state of the art building and a passionate and committed staff team, the future is extremely bright for Newark Academy. We are in fact oversubscribed for the first time in the history of our academy, which is a clear sign that our community see us as the local school of choice and trust us with the care, guidance and education of their children.

Every single member of our academy team makes a significant contribution to the experience of our students and we are hugely privileged to work within such a warm, caring and compassionate environment where people come first.

If you are encouraged to apply for this position, you will join our team at a very exciting stage of its development as we are about to enter a period of significant recruitment due to the rapid expansion of our transformed academy.

I do hope that this information encourages you to apply and I look forward to receiving your application.



Inma Peña
Head Teacher

About Newark Academy

At Newark Academy, we are highly aspirant and ambitious for our students and our community. We are committed to providing an outstanding, local education and are relentless in our pursuit of high standards of academic achievement and excellence for all.

Our vision

We have the highest expectations of both staff and students in all aspects of academy life and demand nothing but the best. Through strong discipline and outstanding teaching, every student will be supported to achieve success and realise their full potential.

We are committed to providing stimulating, challenging and engaging learning experiences that ignite imagination and a thirst for knowledge in our students. We invest heavily in staff development to ensure that Teaching, Learning and Assessment are very much at the heart of everything we do.

Whilst academic excellence is important, we are equally passionate about developing students as lifelong learners and promote core values of hard work, courtesy, co-operation and service. We provide a safe, secure and nurturing environment where every student is cared for and supported to become a well rounded and respectful citizen, fully prepared to make a sustained and substantial contribution to both the local and global community.

Please take time to explore our website. We encourage visits to our state-of-the art academy building, particularly during the day where you will meet some of our talented and dedicated students and staff who are all immensely proud to belong to Newark Academy.

Ethos

Newark Academy has a very clear ethos focused on the achievement and well-being of all our students.

We believe that a school should be at the very heart of the community and place great value on collaboration, partnership and service alongside a range of core values that compliment academic excellence.

Work Hard, Be Kind

We develop commitment, independence and courtesy in all of our students. We expect the very highest standards and in return we value and respect student ideas and opinions.

We are relentless in the pursuit of academic excellence for every student.

We insist on the highest standards of behaviour at all times.

We care deeply about our students and expect them to work hard and be kind.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We promote the development of leadership skills and offer a range of opportunities for students to take an active role in improving their school.

We believe that a wide-range of enrichment opportunities promote independent learning. Students are expected to learn beyond the classroom and to develop the skills and attributes they need to lead full and successful lives.

Our GREAT values

- **Gratitude** — we take the time to show thankfulness and appreciation to those who help us along our way. We have social and emotional intelligence and show kindness to others on our journey to both academic and personal success.
- **Responsibility** — we hold ourselves to account in how we act and treat others, living self-control. We honour our commitments to ourselves, our families and our community. We earn our success through our understanding of our responsibilities.
- **Excellence** — we hold ourselves to high standards and celebrate with zest, the achievements of ourselves and others whether they be team mates, family or members of our community. We are continually reflective and constantly strive to grow as learners and as members of our local and global communities and set new and challenging goals that enable us to always aim high.
- **Aspiration** — we set aspirational goals for ourselves and are relentless in our efforts to realise our dreams. We embrace our opportunities and work hard to achieve our aims and goals so that we can live choice filled lives and contribute positively to society.
- **Tenacity** — we do not allow obstacles or barriers to block our path to success. We show resilience, grit and determination to face challenges positively. Where there is a problem, we find a solution. We will show an unrelenting commitment to realising our dreams by never giving up and always seeking a way to achieve success.

















Job description

Post: Pastoral Administrator

Department/Faculty: Pastoral

Reports to: Deputy Head for Behaviour and Culture

Relevant qualifications

- GCSE English and Maths at grade A*-C or equivalent

Key responsibilities

Duties and Responsibilities:

- Assist and provide pastoral admin support to help remove barriers to learning for all students in the Academy
- Undertake pastoral admin duties, including answering the telephone, face to face enquiries, receiving visitors, dealing with student enquiries and managing on-call emails
- Provide administrative support for the Pastoral Team within the Academy
- Undertake assistance with Bromcom data input tasks always ensuring accuracy and confidentiality. Including admissions, detentions, suspensions, updating student information
- Undertake daily administration of students attendance and support with attendance procedures
- Complete reports from Bromcom and excel to provide pastoral teams with relevant behaviour and attendance data
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spread sheets, Internet)
- Provide general advice and guidance to staff, pupils and others
- Support with the booking system for meeting requests, student appointments and tours
- Assist with room bookings for internal and external events
- Undertake other general administrative procedures as required by SLT
- Must be able to support the admin function including
- Supporting of school key events such as reward evenings and various parent/student events
- Supporting with the enrolment process and induction /transition
- Undertake Open Evening bookings
- Become the Young Carers Champion
- Undertake daily administration f student attendance, including monitoring and tracking punctuality, late arrivals, and supporting attendance intervention procedures
- Produce, monitor and maintain attendance and punctuality reports, ensuring timely identification and follow-up of attendance and lateness concerns
- Support with the supervision of students before school, during break and lunchtime, and after school as required
- Maintain and track student enrichment participation data, producing reports and supporting the monitoring of engagement in enrichment activities.

Generic Requirements:

- It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties
- All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the Head Teacher.

Person specification

	Essential	Desirable
Qualifications	• GCSE English and Maths at grade A*-C or equivalent • Excellent IT skills in use of Microsoft Office including word, excel, PowerPoint and Outlook	• NVQ level 2 in Business Administration or equivalent qualification or experience in relevant discipline
Experience	• Experience of working with children/young people within an educational context appropriate to the role	• Experience of using Bromcom • Administration experience for at least 3 years in a busy office environment/ school setting
Skills and knowledge	• Able to plan and prioritise own workload in order to meet deadlines • Able to work in a team and in collaborative partnerships • IT skills are essential, the successful candidate will need to work with varying packages and communicate effectively using e-mail • Good data accuracy and speed of data entry • Able to handle pressure and a range of demands • Ability to maintain strict confidentiality • Able to relate well to learners of all abilities	• Ability to use initiative and work with minimum supervision at times
Personal qualities	• A positive and flexible approach, open to challenges • Ability to maintain accurate records • Good communication and interpersonal skills, able to engage with all stakeholders including staff, students and parents/carers effectively • Empathy with and strong commitment to the needs of Newark Academy students, employees and stakeholders • Committed, enthusiastic and willing to help others • Willingness to take on and develop new skills to support performance in the role • Occasional attendance at meetings outside normal working hours and support with parent and open evenings	

Application details

Application forms

These can be accessed from the school website **www.newarkacademy.co.uk**.
Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at **www.novaeducationtrust.net/careers**. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

* *The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Wednesday 25th November 2026 at 9am.**

Interview

Interview date provisionally Monday 30th November 2026. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Newark Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact **hr@novaeducationtrust.net** and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last few years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at **novaeducationtrust.net/careers**.

A. Rahman

Ashfaq Rahman
Chief Executive Officer

About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

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Our values

We work with **honesty**, **integrity**, **humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant**, **creative**, **diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.

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Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

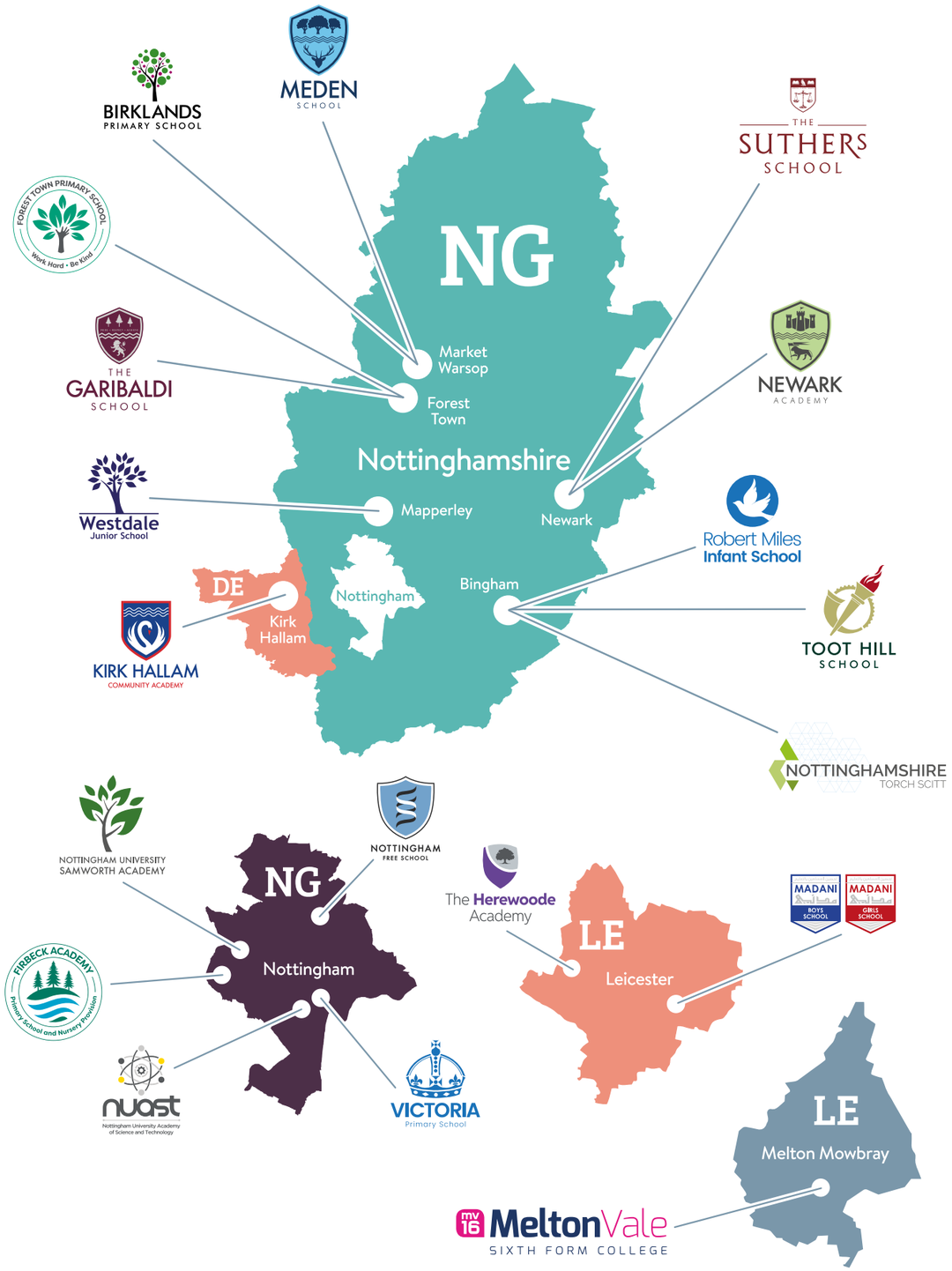
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



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Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.

Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

NEWARK ACADEMY

Ofsted Good Provider

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Head Teacher

Inma Peña
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Ashfaq Rahman
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