Newhouse Academy

Hollingworth Learning Trust

Newhouse Academy is part of Hollingworth Learning Trust



CANDIDATE APPLICATION PACK

School Administration and Governance Officer

'DOING THE RIGHT THING FOR OUR PEOPLE THROUGH OUR VALUES OF *ASPIRATION*, *INTEGRITY* AND *RESPECT*'

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> The trust, members of the local governing body and the school have an appropriately ambitious vision for pupils' education at Newhouse Academy.
>
> OFSTED









DEAR PROSPECTIVE CANDIDATE,

Welcome to Newhouse Academy.

I'm honoured to be Headteacher at Newhouse Academy and proud to serve our students and community.

Now in our seventh year as a team, we hold ourselves to high standards through our Our People agenda, supporting student welfare and personal development while fostering a positive, aspirational culture. Our teaching staff are encouraged to deliver engaging, creative lessons that inspire.

We are part of Hollingworth Learning Trust who work to support our students, staff and community whilst respecting our unique character and context. We are driven by our values of aspiration, integrity, and respect, with a strong focus on ensuring all students reach their post-Year 11 goals.

In September 2024, we opened a brand-new building housing cutting-edge facilities for Science, Technology, Engineering Music, Performing Arts, PE, and SEND/SEMH teams, alongside a modern hall and dining space. The redevelopment has also provided beautiful outdoor areas for our school community.

We are building our relationship with the UTC movement, as we absolutely see the value in technical education.

We offer a full induction, pension scheme, wellbeing package (including Simply Health membership), free use of our new gym, and ample on-site parking.

With a dedicated team and a relentless focus on student success, we're always looking for talented individuals who can inspire and lead.

If that's you, please follow the application stages as detailed within the advert. We look forward to receiving your application.

recruitment@newhouseacademy.co.uk

Yours faithfully

Mr Alex Burnham
Headteacher

School Administration and Governance Officer

PAY RANGE	NJC Grade 5/6 Scale Point 12 - 22
CONTRACT	Permanent
POST START DATE	As soon as possible upon receipt of satisfactory pre employment checks
VISITS TO SCHOOL	To be arranged via the HR and Operations Coordinator, Mrs R Duffy Email: recruitment@newhouseacademy.co.uk Or call: 01706 369436

APPLICATION CLOSING DATE	Monday 7th December 2026 at 09.00am

To apply for this position please download the application form and supporting documentation. Completed applications should be sent to recruitment@newhouseacademy.co.uk by the closing date.

We do not accept CV's as a form of application.

PANEL SHORTLISTING	Will take place on advert closing date
INTERVIEW DATE(S)	Likely to be 9th or 10th December 2026

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



Hollingworth Learning Trust

Welcome to

Hollingworth Learning Trust

and thank you for your interest in joining Newhouse Academy - one of our family of schools dedicated to raising standards, driving innovation, and unlocking potential.

I'm incredibly proud of the commitment shown by our school teams and central services in supporting our pupils, colleagues, and local communities. If you're inspired by the opportunity to be part of a dynamic, forward-thinking Trust that empowers its schools to thrive, we encourage you to apply and look forward to hearing from you.

Best wishes

Mr Darren Randle
CEO

RATIONALE & CULTURE

Our Trust exists to support school improvement and share innovation across our academies in order to raise standards, improve provision and unlock potential. The purpose of each academy is to improve the life chances of each child regardless of ability, gender, social background, or ethnic origin.

Each academy in our Trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

How do we work?

Our 1,2,3 approach ..

1) People First

The success and wellbeing of our children, staff and families drives everything we do.

2) Academies Second

The local academy is where this happens. The Headteacher is the professional responsible for leading a great team of colleagues to achieve this.

3) Trust Third

Our role as a Trust is:

To support and challenge the Headteacher, academy, leadership and staff in school improvement and in providing a high quality inclusive education.

To support each academy to develop a strong, unique identity serving its local community. In turn, for each academy to become part of the HLT family and bring capacity to our Trust.

To develop the very best leaders, teachers and support staff.

To create an outstanding infrastructure for success through high quality, rapid and responsive educational, financial, HR and IT support.



HOLLINGWORTH LEARNING TRUST

OUR MISSION

Our Mission Statement is the focus of everything we do:

"We are here to make a positive difference to the lives of our children, providing the very best education in an environment that supports, values, and recognises our people."

VISION, CULTURE & ETHOS

As a Trust we believe that developing a strong learning and school improvement culture across our schools will be most successfully achieved by promoting each school's autonomy to research best practice, develop ideas and share expertise through strong networks of collaborative practice. To achieve this, successful schools should have the freedom and autonomy to develop ways of working that best suit their context, the career stages and training needs of the staff team, and the varying needs of different cohorts of pupils and families served by the school. Through collaboration, our schools will develop methods of working informed by effective practice within the trust and of that highlighted nationally and internationally through accredited research and evidence-based innovations.

Our Trust facilitates collaboration and identifies best practice with the aim of offering support and challenge to all its schools and identifying strengths of practice. This will then be drawn upon and targeted to drive improvement. We recognise that some schools will require a differentiated level of support and challenge in ensuring a high quality and inclusive education for all pupils.

OUR VALUES

AMBITIOUS:	We have high expectations for all of our children and staff. They deserve the best we can do.
POSITIVE:	We believe that people and schools can improve; we always believe this.
RESILIENT:	We make long term commitments to pupils, families, communities and schools. We never give up.
REFLECTIVE:	We constantly evaluate what we do in order to improve. We are never complacent.
PRINCIPLED:	We always promote equity, equality and challenge injustice. We always act in the best interests of our pupils.



> "Staff value the support from the school to make improvements to pupils' learning. Staff morale is high. OFSTED"





ACADEMY INFORMATION

Newhouse Academy is an 11–16 comprehensive school serving diverse communities, mainly in the Heywood and Middleton areas of Rochdale.

Currently, 44.6% of our students are eligible for pupil premium and 49% for free school meals - both well above the national average. We have 23 EHCP students (2.4% of the academy), aligning with national figures. 12.4% of students are EAL, and 88.6% of students speak English as their main language.

Once underperforming, the academy has made significant, sustained improvements over the past six years, driven by a clear vision and strategic plan. This progress was praised and recognised in our September 2026 Ofsted report, which awarded the academy 'Expected Standard' in all areas.

Central to this transformation is the "Our People" vision - focused on belonging, character development, and the values of aspiration, integrity, and respect - leading to the creation of the "Our People" curriculum and agenda.

STUDENT OUTCOMES

At Newhouse Academy, we work tirelessly to ensure our students achieve grades that reflect their true potential. Since joining Hollingworth Learning Trust, the academy has undergone a rapid turnaround, with key performance data from 2019 to 2026 demonstrating a clear upward trajectory in both academic ambition and student outcomes.

Rising Proficiency in English and Maths

Driven by high expectations, the school has delivered its best-ever academic results this year, with 41% of students achieving a Grade 5 or above in both English and Maths GCSE.

An Ambitious, Broad Curriculum

We have overhauled our curriculum to ensure it is both rigorous and diverse. We have significantly increased the number of students excelling in Humanities and Languages.

- EBacc Entry Rates: Increased from just 3% in 2019 to 31% in 2025
- EBacc Average Point Score: Improved from 2.75 to 3.25

Success Beyond Year 11

We have a proven track record of ensuring our leavers transition successfully into the next stage of their lives, consistently preventing students from falling into the 'NEET' category (Not in Education, Employment, or Training).

- 97.3% Success Rate: Our latest figures show the vast majority of our students successfully progress into further education, professional training, or employment.

OUR MISSION & VALUES

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of 'Aspiration', 'Integrity' and 'Respect'. Our Mission Statement is the focus of everything we do;

'Doing the right thing for Our People through our values of Aspiration, Integrity and Respect'.



Being ambitious and doing your best.



Being honest and doing what is right.



Being considerate and thinking of others.



WHY NEWHOUSE?

Thank you for your interest in Newhouse Academy, a vibrant, nurturing school located in Heywood, Rochdale. We are committed to fostering a calm, supportive environment where teachers can focus on teaching, support staff can excel in their roles, and students can reach their full potential. With around 1000 students and 150 staff, we are proud to offer an excellent standard of education, supported by consistently high expectations for both learning and behaviour.

At Newhouse, staff wellbeing is a top priority. We are committed to promoting health, ensuring safety, and addressing workplace stress. Below are the key initiatives we've put in place to support our team.

OUR BENEFITS AND WELLBEING PACKAGE INCLUDES:

- An optional health cash plan for employees, which includes cash back on certain medical treatments. This is also an information hub for all things relating to health and wellbeing.
- A pop-up wellbeing café every fortnight in school.
- A generous discretionary leave policy, helping staff to balance their family life with work commitments.
- An Employee Assistance Programme, which offers a confidential 24/7 advice line and free counselling / talking therapy sessions.
- A gym suite that staff are able to use.
- Coaching and mentoring.
- Occupational health support.
- Cycle to Work Scheme.
- Staff social events.
- Free lunches for staff supervising children on the lunch Duty Rota.
- Online learning platforms to reduce workload.
- Strong presence of dedicated non-teaching pastoral and senior staff, who provide essential support for behaviour management, allowing teachers to focus fully on teaching.
- Shared planning.

EXTRA WELLBEING BENEFITS INCLUDES:

- Healthcare products in staff bathrooms.
- Free staff breakfast once every half term.
- Complimentary meals and refreshments at events.

As part of Hollingworth Learning Trust, one of our founding principles is *'to always act in the best interest of students'*. We believe the best way to achieve this is to look after our colleagues. This means:

- We follow national pay and conditions in the STPCD / Burgundy Book for teaching staff and follow the terms set out in the Green Book for support staff.
- We commit to full union recognition and partnership working practice.
- We listen to our staff and make changes where we can.
- Staff are provided with opportunities to develop both personally and professionally; the academy has a CPD programme that caters for staff development.
- We commit to developing meaningful staff wellbeing practice.
- We commit to reduction of unnecessary workload (both in terms of practice and culture).
- We commit to meaningful professional development.

JOB DESCRIPTION for
School Administration and Governance Officer

Job Title:	School Administration and Governance Officer
Contract Information:	Permanent Contract 37 hours per week, Monday – Friday 8:00am – 3:54pm (with a 30-minute unpaid lunch break) term time Plus 3 weeks
Responsible to:	Headteacher
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	Grade 5/6 Scale Point Range, Points 12-22 (NJC Scales)

BACKGROUND AND VISION:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

VALUES:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

Integrity – Being honest and doing what is right.

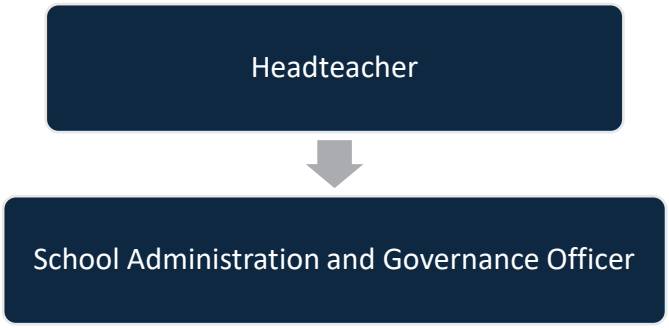
Respect – Being considerate and thinking of others.

PURPOSE OF THE JOB:

The School Administration and Governance Officer plays a pivotal role in maintaining the legal, regulatory, and procedural integrity of the Academy while ensuring alignment with the overarching vision and governance framework of Hollingworth Learning Trust.

Working directly with the Headteacher, Senior leaders, the Local Governing Body (LGB), and the central services team, the postholder provides professional governance support, manages statutory compliance, and ensures the Academy's communication with stakeholders is professional, timely and appropriate to minimise complaints.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

PERSONNEL: **Receptionists**

FINANCIAL: **None**

RELATIONSHIPS (INTERNAL AND EXTERNAL):

Internal:

1. Students
2. Teaching and support staff within the school
3. Stakeholders of the school
4. Voluntary helpers

External:

1. Parents/Carers
2. Visitors to the School

HEALTH & SAFETY

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

TRAINING AND DEVELOPMENT

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

EQUIPMENT/MATERIALS

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

KEY DUTIES AND RESPONSIBILITIES:

Governance and Meeting management

- Act as designated Clerk to the committees, Local Governing Board and statutory panels and hearing. Attend meetings, including evening meetings, and produce professional accurate and impartial minutes that clearly capture attendance, declarations, challenge, scrutiny decisions, resolutions, actions, accountabilities and timescales.
- Provide procedural and regulatory advice to Chairs, governors, trustees and senior staff before, during and after meetings, including advice on quorum, conflicts of interest, delegations, reserved matters and decision routes.
- Ensure all meeting documentation is ready before the meeting and is circulated to the relevant people, stored and retained in line with Trust policy, confidentiality requirements and legal obligations.
- Administer governance systems and platforms, including complaints, document management, portals, attendance records, declarations of interest, registers and website compliance.
- Support onboarding, induction and compliance checks for new governors.
- Maintain training records and support governance development activity, including identifying where training or briefing updates may be required.
- Provide administrative support for governance recruitment, statutory panels, hearings and other formal governance processes.
- Ensure all governance documentation is accurate, current and audit-ready at all times.
- Facilitate and arrange any governor panel meetings, including preparation of packs.

Data and Compliance management

- Be responsible for the office inbox, distributing queries as necessary and responding professionally in a timely manner.
- Oversee the Academy's policy framework, ensuring policies are current, compliant and reviewed at the right time.
- Oversee complaints and appeals, ensuring they are handled fairly, consistently and in line with Trust policy.
- Manage all emails and initial correspondence with concerns/complainants, discussing possible resolutions before a formal process, ensuring they follow the school guidance on timeframes.
- Coordinate complaint investigations with appropriate staff / governors.
- Manage all GDPR requests and process' received by the Academy in line with statutory policies. Such as; Freedom of Information requests, Subject access requests.
- To develop and maintain paper and electronic filing systems ensuring information is retained in line with retention policies and that information is appropriately accessible and/or protected.
- To assist the Schools Operations Manager as the first aid appointed person in first aid administration.

Other Duties

- To support the front office team as and when required.
- To take and produce staff briefing minutes to ensure all staff are kept up to date.
- To take notes if/when required in necessary parent/carer meetings.

General Responsibilities:

- The post-holder must ensure, full commitment to the Academy/Trust vision, values and key priorities.
- The post-holder must perform their duties in accordance with the academy's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the Academy/Trust ethos, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To support with administrative duties as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post-holder will work across the Trust and spend time at each of the Academies, when required.
- The post-holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Newhouse Academy expect employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / post holders:

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

PERSON SPECIFICATION – Schools Administration Officer and Governance Clerk
Permanent Contract

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS AND TRAINING	• To possess GCSE in English and maths at Level 9-4, Grade A*-C (or an alternative Level 2 qualification in literacy and numeracy.) • NVQ Level 2 in Business. Administration (or equivalent) • Willingness to participate in relevant training and development opportunities. • Willingness to be an appointed First Aider.	• Recognised clerking qualification (e.g. NGA Clerking Development. Programme or equivalent) • Degree or equivalent qualification in a relevant field. • Willingness to undertake advanced GDPR training.	• Application form and Interview
KNOWLEDGE & EXPERIENCE	• Demonstrable experience of producing high-quality, accurate and impartial minutes in a formal meeting context, including decisions, challenge, actions and accountabilities. • Experience preparing agendas, maintaining governance planners, decision logs, action trackers and compliance documentation. • Excellent written communication skills, with the ability to produce clear, concise, accurate and audit - ready minutes and correspondence. • High level of organisation and the ability to manage multiple priorities and deadlines. • Experience of conflict resolution.	• Awareness and basic understanding of working in a school • Experience of governance systems, document management platforms and secure record keeping	• Application form, references and Interview
PERSONAL QUALITIES / OUR PEOPLE	• Highest standards of discretion, integrity and confidentiality. • Ability to work flexibly, including regular evening meetings. • Self directed and pro active. • Team player, one of Our People.		

The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.

Newhouse Academy
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Heywood
Lancashire
OL10 2NT

Email: office@newhouseacademy.co.uk

Tel: 01706 369436

The Quality in Careers Standard

Newhouse Academy has been recognised for its outstanding careers education. The academy has been awarded the national Quality in Careers Standard awarded under licence by Career Connect.

> Pupils and staff have positive relationships. Pupils are well supported to develop appropriate attitudes towards learning.
>
> Pupils appreciate the our people programme that supports their personal development.



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