



Student Services Administrator



SALARY

Grade 4, Points 9 - 12, £25,989.00 - £27,255.00 FTE
£19,613.41 - £20,568.84 (pro rata)

HOURS

32.5 hours per week, 39 weeks per year, term time plus
inset days
Monday to Friday 8.30am to 3.30 pm with 30 minutes unpaid break each day

START DATE

As soon as possible

LOCATION

William Lovell Church of England Academy

APPLICATION DEADLINE

Wednesday 12th August 2026 (midday)

INTERVIEWS

Wednesday 19th August 2026 (details to be confirmed)

Please go to [My Trust Careers](#) to apply



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer



What our colleagues and Ofsted say about us...



Ofsted 2023 – ‘The school has improved rapidly. Pupils and parents recognise this’.

‘Pupils feel safe in the school and trust staff to help them when they need it’.



“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin’ awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn’t want to work anywhere else’



‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’



‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

Ofsted 2023 – ‘Staff are proud to at the school’. They work together to create a positive environment for pupils to flourish.

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the [Department for Education's \(DfE\) Education Staff Wellbeing](#), joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme



We have signed up to the
education staff wellbeing charter
because staff wellbeing matters





William Lovell Church of England Academy

Everyone has the potential to flourish. Rooted in our Christian foundation, we are an inclusive school that nurtures academically, morally, and spiritually. We commit to offering rich opportunities that prepare our students for life's journey.

We pursue excellence by planting seeds of curiosity, inspiring a love of learning, and cultivating high expectations through challenge and support.

We nourish strong roots of resilience, encouraging responsibility and empowering everyone to grow, confident and ready to make positive differences to society.

The light in our community helps us to grow, responsibility is the compass that guides us, and excellence is the path we walk to reach a brighter future.

This is our William Lovell Legacy.

William Lovell Church of England Academy Values

- Responsibility
- Excellence
- Growth

"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."

Matthew 13:32

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

Job Description

Core Purpose

To deliver a full, comprehensive, and high-level administrative service for our students, as well as for other school departments in relation to queries and tasks related to students. Responsible for effective front line customer service interaction with students.

Key Tasks and Responsibilities

Developing and maintaining a database of standard documents, letters and forms to be used by Student Services.

Writing/maintaining webpages, newsletters for the school website concerning matters relating to the Student Services facility.

Assisting with preparation for transitions of new students.

Contribute to the upkeep and development of student related policies in relation to the role.

Booking appointments and rooms for parent or student meetings as directed.

Maintain and/or prepare records, reports, statistics, and procedure documents for all processes in Student Services.

Maintaining accurate student data for all our students on all relevant databases where appropriate to post.

Dealing with all enquiries regarding student records and information, whilst understanding confidentiality.

Where directed by Teachers, Middle Leaders or SLT, processing queries and requirements concerning students.

Maintaining the school's Mifare card access system, this includes issuing, programming, and recording of cards.

Carrying out general administrative tasks as required such as filing, photocopying, printing, and electronic scanning.

Ensuring that processes are continually reviewed and updated to ensure efficiency and to meet changing needs.

Support SLT with administrative duties as directed.

Student Support

Ensure the smooth progression of students School lives by:

- Assisting SLT with the student orientation programme to ensure all events run smoothly and efficiently.
- Assisting SLT in the administration and co-ordination of careers programs.
- Handling the administration of in-year admissions by working closely with the Admissions Officer.



Assisting in all processes related to examinations where required.

Organising events are required and ensuring that all requirements are met to ensure smooth running.

Ensuring student queries relevant to role, submitted in person/telephone/email have been responded to.

Assisting students with First Aid queries.

Assisting with any student stationery or uniform purchases.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with

children have a responsibility to safeguard and promote the welfare of during the course of their work.

Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
Minimum of 5 O Levels/GCSEs (To include English and Mathematics at Grade C or 4 or above)	*	
Experience of working in an Administrative role	*	
Experience of working in a school environment		*
Experience of co-ordinating careers programs		*
Experience of handling the administration of in-year admissions		*
Experience of assisting with student orientation programmes		*

Professional knowledge and understanding

Understanding of administrative processes	*	
Good listening, oral and literacy skills	*	
To be able to effectively use IT, particularly MS Word and Excel	*	
Good time management skills and prioritisation	*	
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	
Ability to manage and prioritise a varied workload and work to deadlines.	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Well developed interpersonal skills for working with a range of internal and external stakeholders	*	
Able to explain clearly communicate message to parents, pupils, colleagues and others	*	
Have an openness to learning and change	*	
Have a positive attitude to personal development and training	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln.	*	

Approach to work- Candidates should

Maintain confidentiality at all times	*	
Ability to accommodate changes in work practice	*	
Apply attention to detail to ensure accuracy and validity	*	
Be able to work independently as well as part of a team	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should

Be an outstanding role model	*	
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THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



Our commitment to you



We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

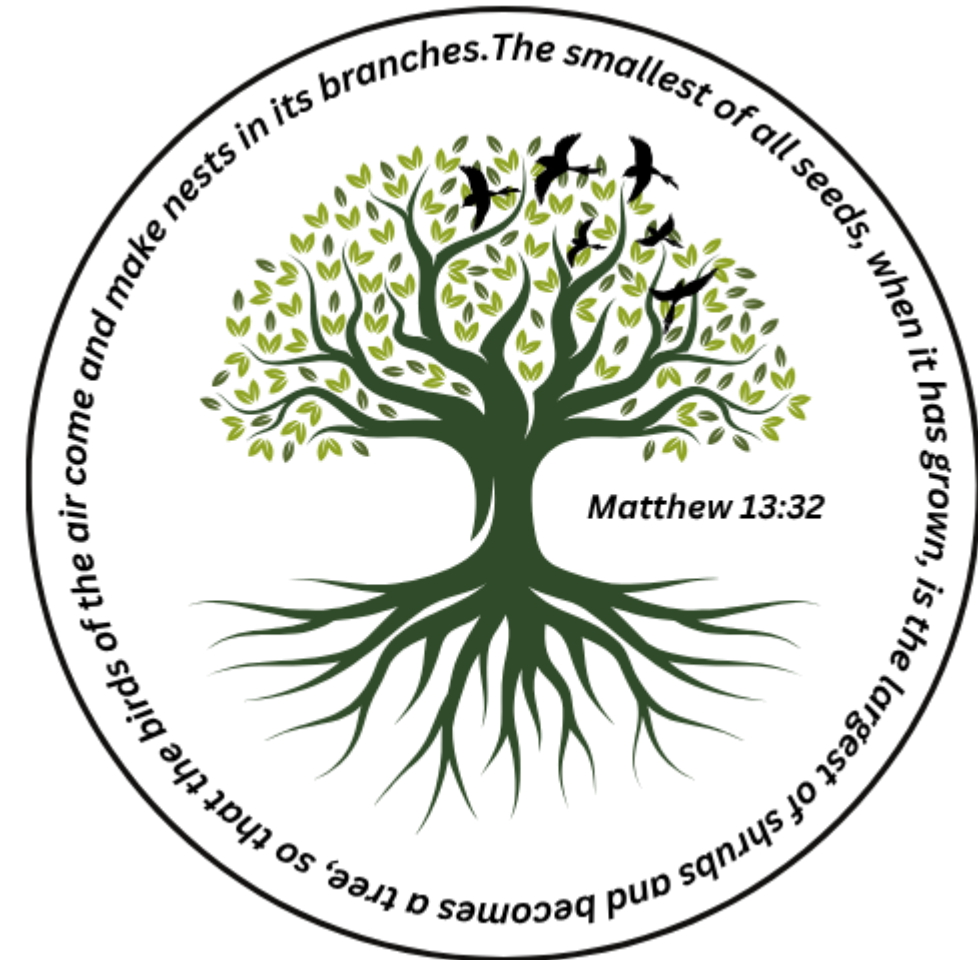
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.





EXCELLENCE • GROWTH • RESPONSIBILITY

Where to find us

William Lovell Church of England Academy, Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

Email: enquiries@williamlovell.laat.co.uk

Please contact us if you would like an informal discussion or to arrange a visit the school.

We look forward to hearing from you.

