

Academy  
Transformation  
Trust

Apprentice Office  
Administrator/Receptionist

# Application Pack

Beck Row Primary Academy  
The Street  
Beck Row  
Bury St Edmunds  
Suffolk

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## Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

## Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

## Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



*We aim to inspire all our pupils regardless of their starting points, to achieve well and enjoy learning, with an exciting and enriching topic-based curriculum. Visits, visitors and memorable experiences build cultural capital in our pupils, helping them to experience and appreciate human creativity and achievement. Our values of thoughtfulness, co-operation, morality and respect are lived by us all in myriad ways each day as the Beck Row family, preparing our pupils for life as active citizens in Modern Britain. We support each other in times of need and celebrate success together. We want our pupils to be ambitious and aim for their best and we reward and celebrate this. Reading is the key to unlocking our knowledge-rich curriculum so we give our youngest pupils the best possible start in learning to read and then continue developing our children as readers as they move through the school. ‘As one pupil commented, ‘At Beck Row, everyone is part of a family.’ (Ofsted 2020)*

The academy enjoys an enviable location in the small but growing village of Beck Row, close to historic Mildenhall, which was settled by the Romans and mentioned in the Domesday Book. In recent years, we have undergone a complete transformation via Suffolk’s Academy Reorganisation process – from a small first academy to a fast - expanding primary academy with around 250 pupils.

Our growth has been accelerated by our membership of Academy Transformation Trust, giving us all the specialist support we need to enhance our teaching and stimulate our students to develop a lifelong love of learning that will serve them well when they leave us in year 6.

To find out more, please visit [www.beckrow.atrust.org.uk](http://www.beckrow.atrust.org.uk)



# Job Description

## Apprentice Office Administrator/Receptionist

You will be the first point of contact for any visitor, parent/carer or student coming into the Academy. Providing administrative support to whole Academy and supporting a busy office.

### Key Responsibilities:

- Act as the first point of contact for the Academy.
- Always ensure the safety and security of the Academy, monitoring all entry/exit cameras.
- Answering the telephones and taking messages.
- Communicating with parents/carers on all aspects of student's Academy life, taking messages and forwarding to relevant members of staff.
- Receive, sort and deliver all packages and mail.
- Organise and send post when and where necessary.
- Sign in and out visitors.
- Ensure safeguarding procedures are followed by visitors to reception at all times.
- Ensure the reception area is consistently kept smart and tidy.
- Ensure the academy diary/calendar is updated and events shared with relevant people
- Support in producing letters and certificates.
- Coordinate rewards material (such as certificates, post cards, letters) and distribute to relevant staff.
- Order school milk and fruit and check delivery.
- Follow instructions and complete tasks given.
- Undertake first day calling for absent pupils and update the register.
- Sign in late pupils and update the register including reason for lateness.
- Collate late slips and identify parents who need to be contacted.

### Generic Responsibilities:

- Be fully committed to the safeguarding and promotion of welfare for all young people.
- Act responsibly and ensure health and safety at work for yourself and others. To report any concerns immediately to the Health and Safety Co-ordinator.
- Comply with any reasonable request from a manager or the Principal to undertake work of a similar level that is not specified in this job description.
- Willingness to undertake training should the need arise.

- Be motivated to continually improve standards and achieve excellence.
- Be prepared to work flexibly should the need arise.

**Ethos:**

- Contribute to our vision to aspire to create a learning community built and sustained by a culture of citizenship, respect, trust, honesty, wellbeing, and financial independence.
- Help to create an environment where all members of the academy and its community actively demonstrate their care and concern for everyone and fulfil the requirements of our shared vision.
- Actively help to maintain high morale, with the Principal setting an example in terms of professional standards and leadership.

**Other:**

- Embrace our vision.
- Help promote a culture that promotes excellence, equality, high expectations and aspirations of all pupils.
- Help promote a culture and systems which ensure that safeguarding and child protection are of the highest priority.
- Help ensure that pupils are offered world class 21st century learning opportunities.
- Undertake any other duties as required by the Principal.
- 

**NOTE:**

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment.

Beck Row Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.



# Person Specification

## Apprentice Officer Administrator/Receptionist

|  | Essential   | Desirable   | How will this be demonstrated  |
|--|---|---|--|
| Professional Qualifications and learning | <ul style="list-style-type: none"> <li>GCSE Mathematics and English (Grade C/4 or above)</li> </ul>   | <ul style="list-style-type: none"> <li>A Level or equivalent</li> </ul> | <ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul> |
| Experience                               | <ul style="list-style-type: none"> <li>Experience of working with young people.</li> <li>Experience in use of all Microsoft IT platforms e.g. Excel.</li> <li>Awareness and understanding of best practice to ensure safeguarding and child protection.</li> </ul>  | <ul style="list-style-type: none"> <li></li> </ul>                      | <ul style="list-style-type: none"> <li></li> </ul>   |
| Knowledge that supports the role         | <ul style="list-style-type: none"> <li>Strong written and oral communication skills.</li> <li>Ability to keep highly organised and work efficiently and effectively even when demands of the job are high.</li> <li>Able to establish good working relationships.</li> <li>An understanding of the importance of confidentiality and discretion.</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul>                      | <ul style="list-style-type: none"> <li></li> </ul>   |
| Expectations of Role                     | <ul style="list-style-type: none"> <li>Genuine passion and belief in the potential of every student.</li> <li>Resilience.</li> <li>An enthusiasm for working with young people.</li> <li>Helpful, positive, calm and caring nature.</li> </ul>  | <ul style="list-style-type: none"> <li></li> </ul>                      | <ul style="list-style-type: none"> <li></li> </ul>   |

|                    |  |   |   |
|--------------------|--|---|---|
|                    | <ul style="list-style-type: none"> <li>• Able to follow instructions accurately but make good judgments and lead when required.</li> <li>• Be prepared to work flexibly.</li> <li>• Be motivated to continually improve standards and achieve excellence.</li> </ul>           |   |   |
| Other requirements | <ul style="list-style-type: none"> <li>• Commitment to equality of opportunity and the safeguarding and welfare of all students.</li> <li>• Willingness to undertake training.</li> <li>• This post is subject to an enhanced Disclosure and Barring Service check.</li> </ul> | • | • |



## Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

## Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





# Apprentice Office Administrator /Receptionist

## Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



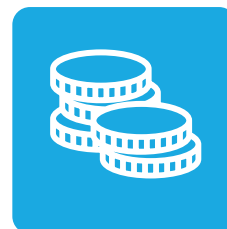
Status: Fixed Term – 18 months

37 Hours per Week

39 weeks per year (Term Time Only)

## Salary:

National Apprenticeship Wage (currently £7.55 per hour)



## Closing Date:

Thursday 2<sup>nd</sup> July 2026 or sooner should we receive sufficient applications.

## Start Date:

As soon as possible



## Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





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