



'Everybody Matters at Chepping View'

Job Role

Academy Administrator

Start date

October/ November 2026

For further information please visit our website: www.cvpa.org.uk or to discuss the role further please contact our Principal, Kirsty Elliott, via email at kelliott@cvpa.school





Welcome to Chepping View Primary Academy

Thank you for your interest in becoming the Academy Secretary at Chepping View. We are excited to welcome a committed, friendly and professional secretary who will enhance our academy community.

The pupils, staff and Trustees of Chepping View are all very proud of our two-form entry school which sits at the heart of its local community and is part of the Inspiring Futures Partnership Trust.

Chepping View is set in large grounds, with plenty of green spaces including a field and a meadow for outdoor learning. The academy provides children with a wide range of stimulating and innovative learning opportunities, such as using our DT room for cooking and playing sport on the Astroturf.

We aim to ensure our pupils develop enquiring minds and acquire the relevant skills, attitudes and knowledge to fully prepare them as they progress from Chepping View onto Secondary School and beyond. A wide range of extra-curricular activities are offered so that children can further develop other talents.

As a team, we aspire to be the best we can be and we are committed to providing excellent learning opportunities for all of our children. We believe that every child has the potential to achieve and it is our core purpose to do everything we can to maximise the opportunities for their success. Educating children is a great responsibility and privilege and at Chepping View we readily accept this, working in partnership with parents and carers.

Visitors often comment on the warm and friendly atmosphere at Chepping View and the positive attitude of the children, parents and staff. I have worked at the academy for a long time, care a great deal about our community of pupils, staff and parents and feel very lucky to lead such a wonderful school.

'Everybody Matters at Chepping View' underpins the academy's culture and behaviour and the successful candidate will share in this belief.

At Chepping View Primary Academy we

- Safeguard all members of the academy community, ensuring that the academy is a safe and secure learning and working environment
- Have a strong set of values which are modelled and followed by all
- Value, respect and embrace the diversity of our community and the world in which we live
- Are aspirational for all pupils, providing them with a broad, rich, engaging and challenging curriculum
- Meet the individual needs of the children and families that attend our academy
- Have high expectations of the whole community
- Promote British Values in everything that we do
- Work closely with all academies with the Inspiring Futures Partnership Trust
- Work within the wider community, including supporting other schools, to ensure their children have access to an excellent education.



Our dynamic and inspirational team believe that every child has the right to an outstanding education and should take responsibility for their learning and behaviours. We have strong values which underpin and run through our curriculum:

- **Reflectiveness:** an individual who takes responsibility for their actions and learning to shape their future choices.
- **Relationships:** an individual who is a respectful, inclusive and active member of our community and demonstrates that everybody matters at Chepping View.
- **Resilience:** an individual who is able to find a positive way forward when things get tricky.
- **Resourcefulness:** an individual who links their learning to new experiences to help them succeed.
- **Risk-taking:** an individual who challenges themselves, tries new things and knows that failure helps learning.

We can offer the successful candidate:

- A working environment which is vibrant, professional, kind, caring and inclusive
- A highly rewarding school environment with pupils who are committed to their education
- A team of highly dedicated individuals who put the children at the centre of everything they do
- A highly supportive multi-academy trust of like-minded schools who work collaboratively and supportively with each other
- A commitment to staff well-being
- An opportunity to join and actively contribute to the development of Inspiring Futures Partnership Trust

If you believe this is an academy that you would like be a part of, then we would love to hear from you. We strongly recommend a visit, and I look forward to showing you around. Please contact the academy office if you have any further questions or to arrange a tour of the academy at a mutually convenient time.

Kirsty Elliott
Principal



Academy Administrator -Job Description

Are you ready to be part of something exciting?

Are you looking for a new challenge?

If you answered 'yes', then we would love to hear from you.

Inspiring Futures Partnership Trust is seeking to appoint an enthusiastic and motivated individual to join our Chepping View Primary Academy team.

Chepping View Primary Academy is a partner academy within Inspiring Futures Partnership Trust. Chepping View's vision is guided by its motto: "Everybody Matters" and the Trust's ambition to inspire and nurture every child so they excel in all aspects of life.

Does this sound like you?

- The ability to multi-task in a fast paced, front-facing professional environment
- Excellent time management and administration skills
- A calm, approachable professional manner
- Flexible, adaptable and able to work on your own initiative
- Enthusiastic and strong team member
- Foster positive relationships with pupils, staff and parents/carers, and communicate effectively
- You embrace core moral values such as integrity, resilience, respect, positive relationships, and reflectiveness
- You have a good sense of humour and a positive outlook

In turn we offer you:

- A working environment which is vibrant, professional, kind, caring and inclusive
- A highly rewarding school environment with pupils who are committed to their education
- A team of highly dedicated individuals who put the children at the centre of everything they do
- A highly supportive multi-academy trust of like-minded schools who work collaboratively and supportively with each other
- An opportunity to grow and develop as a professional through high quality bespoke professional development and support the professional growth of other staff through coaching and mentoring
- A commitment to staff well-being
- An opportunity to join and actively contribute to the development of Inspiring Futures Partnership Trust

.

Job Description

Job title:	Academy Administrator
Salary:	Bucks Pay Range 2-3 (dependent on experience). Salary is pro rata to hours and weeks worked. Actual estimated gross salary £15,197-£16,683 pro rata
Hours:	25 hours per week (Mon-Fri 8:00am-1pm)
Closing date:	28 th August 2026
Start date:	12 th October 2026 (earlier if possible)
Benefits:	Trustee Day (one well-being paid day off per year), Wrap Around Child Care available to staff.
Interviews:	Week commencing 31 st August 2026 Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

Job Description

This Job Description is indicative of the role for the current status of the Trust, the role may vary as the Trust develops and grows.

Job Purpose

To provide administrative support to the Principal to support in the efficient and effective operational functioning of the academy.

Main Duties:

Administration

- To provide confidential and dedicated administrative support to the Principal and Vice Principal, as required
- Preparation and dispatch of communications to parents/carers, including newsletter
- Management of Arbor and EVOLVE for planning and implementation of trips, swimming and all other parent payments, working closely with key members of staff and following Trust processes
- Management of academy trips including booking, letters to parents and supporting the Vice Principal with approval through EVOLVE
- Administration of Academy clubs, including the preparation and distribution of termly club timetables and registers
- Management of parent / teacher consultation evenings, including the scheduling of appointments, confirmation of timings and relevant paperwork.
- To be responsible for relevant statutory returns, including annual census.
- Ensure the Academy website is maintained at all times and conduct an annual statutory review of content
- Lead on Academy lettings, ensuring that all contractual paperwork and insurance is accurately maintained and shared to the trust central team. Maintaining a calendar of lettings for communication to the Site Officer and other relevant members of staff
- Assist with the Academy's asset register, working with the Site Officer to ensure all items are asset tagged and communicated to the Trust Central Team
- Maintenance of the Academy staff list and communications list, editing and sharing amongst the staff and other relevant contacts
- Ensure responsibilities around GDPR are carried out effectively and adhered to within the



academy office

Reception Duties

- Support the Academy Secretary to cover the front desk when required, providing a warm, inclusive and welcoming environment for all
- Ensure all visitors to the Academy are subject to relevant safeguarding checks, have signed in/out via the electronic sign-in system and are aware of key site health and safety information and visitor conduct
- Follow safeguarding and visitor procedures at all times
- Provide cover for incoming calls to the Academy, ensuring they are answered in a timely manner and dealt with professionally
- Ensure the front desk is covered at all times during the Academy day and beyond, when required. Arranging cover during breaks and planned absence (e.g. training)
- Communicate Academy term dates, key dates and other Academy events with extended service providers, external clubs and all other required contacts

Attendance

- When required, support with attendance messages either via phone, email or in person, ensuring these are carried out within registers and where required, passed to the appropriate member of staff.
- Knowledge of completion of morning and afternoon registers; morning by 9:30am and afternoon by 1:30pm and provide ad-hoc cover when needed. Following safeguarding procedures and contacting parents for unexplained absences.
- Support with maintenance and distribution of all club registers – teacher-led, external run clubs & music, including reporting absences and contacting relevant parents if necessary.
- Create attendance reports for Senior Leadership Team.
- Work alongside the Senior Leader for attendance, the learning support mentors and class teachers to improve attendance across the school

Academy Lunches

- Administrative support to the Academy secretary of lunch lists and organisation of emergency lunches.

First Aid

- Management of health-care plans, medicine management, allergens and other medical requirements.
- When required, administer basic first aid and medicines.
- Knowledge of medicine signing in/out forms with parents.
- Contact parents/carers relating to poorly children and other required contact.
- Participate in first aid training.
- Responsible for updating medical information posters for pupils and staff with high need medical conditions and allergies.

General Administration Support

- Support with relevant email accounts ensuring emails are responded to in a timely manner and distributed accordingly.
- Provide administration support, where required, for booking supplier services including, but not limited to, premises contracts, trip venues and transport.
- Support with maintaining financial and other Trust wide policies including updating website



- and communications platforms. This includes the Academy Purchasing card.
- To provide support with administration of licenses and subscriptions across the Academies and Trust.
 - Support with administration of wrap around services across the Academies and Trust.
 - Support with contracts, including reviewing renewal dates and obtaining annual quotations.
 - To be responsible for electronic signing in system.
 - Ensure GDPR data management, adhering to GDPR at all times

Pupil Data & Admissions

- Management of class/teacher structure at the start of each academic year, ensuring correct access available to teaching staff.
- Responsibility for Academy statutory returns or other relevant reporting, including annual census, NTP reporting and so on.
- Management of admissions process – ranking
- Overseeing the admissions process for reception

Trust and Academy Systems

- To professionally embody the Trust's values in all aspects of your work and positively contribute to its culture. Part of Inspiring Futures Partnership Trust
- To undertake other work of an appropriate nature and in the interests of the Academy as directed by the Principal, Vice Principal, Senior Leader, Trust Business Manager and Trust CEO.
- To liaise closely with other members of the team to provide a high-level of customer service at all times.
- To participate in the Trust appraisal system.
- To be aware of and comply with Trust and Academy policies and procedures on child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the Principal or designated person.
- To professionally engage with other IFPT Academy and Trust Administrators for sharing of best practice and support.
- To travel to other Trust sites if needed.

This document does not form part of the contract of employment.

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

The Trust has at its discretion, the right to ask you to work in a different academies across the Trust, if the need arises.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Person Specification

	Essential	Desirable
Qualifications	Education to GCSE standard, or equivalent (i.e. minimum grade C/5 in English and Maths)	Any further qualifications
Experience	- Experience of working within an educational setting, or front office/reception role. - Excellent verbal and written skills to deal effectively with staff, pupils, parents, governors and external agencies - Administrative experience, minute taking, arranging bookings, managing lettings. - Understanding communication of Data Protection and GDPR guidelines	Qualified First Aider
Skills & abilities	- Good level of IT literacy with good working knowledge of Microsoft Office Suite. - Ability to manage data, field enquiries & liaise with internal and external agencies. - Ability to identify, the needs of the academy office, including the extended services within the Trust. - Strong organisational & interpersonal skills - Accuracy and attention to detail essential - Excellent communication skills, both verbal and written. - Ability to prioritise and work under pressure.	Knowledge or experience of working with school applications i.e. ARBOR
Personal qualities	- Friendly, positive, polite and approachable manner - Ability to exercise discretion when dealing with confidential & sensitive information - Strong team player - Energetic and enthusiastic attitude to work - Hard working and conscientious with a professional manner at all times. - Willingness to undertake relevant training	- Own life experiences in order to enhance the cultural capital of our children - Experience gained working within a school environment

Safeguarding	• Awareness of safeguarding issues •	• Knowledge of safeguarding legislation and good practice
---------------------	--	---



Visits:

For more information about our Academy please visit our website www.cheppingviewprimaryacademy.org.uk or to discuss the role further please contact our Principal, Mrs K. Elliott via email: office@cvpa.school or telephone: 01494 535 564

Application and Selection Process:

As part of the application process, we invite applicants to complete the online My New Term application form, which includes a personal statement that should outline your suitability for the post by referring to the job description and person specification.

In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online application form to be considered for this position

Shortlisting:

Candidates will be notified if they have been successful for interview. Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

Chepping View Primary Academy and the Inspiring Futures Partnership Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting, and an enhanced DBS check & qualifications check *will be carried out upon appointment of all successful candidates.*