

Academy Receptionist/Administrator

Application Pack

The Queen Elizabeth Academy

Witherley Road

Atherston

CV9 1LZ

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01. Welcome from the CEO

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



02. About Academy Transformation Trust

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.



03. Academy Information



The Queen Elizabeth
Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualifications required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: [Home - The Queen Elizabeth Academy](https://www.thequeenelizabethacademy.co.uk/)



04. Job Description

Job Description

Academy Receptionist/Administrator

Key elements of the role:

- Welcome all visitors to the academy in a legally compliant manner and to contact the appropriate person on their arrival.
- Ensure all visitors sign in and out of Inventory, ensuring safeguarding procedures are adhered to and that all visitors wear the correct colour lanyard and are escorted appropriately.
- Issue supply teachers with appropriate lanyards, paperwork, and information wallets.
- Make visitors aware of the emergency evacuation and safeguarding reporting procedures on arrival.
- Receive and redirect telephone calls via the switchboard in a welcoming and efficient manner and relay messages accurately via email or voicemail.
- Keep the reception foyer a welcoming, tidy, and organised environment.
- Maintain the minibus booking diary for staff who request to use it.
- Book meeting rooms via the online room booking portal for staff who request it.
- Emergency Evacuation – to carry out responsibilities as detailed in WA Emergency Evacuation Action.

Specific Responsibilities:

Post & Parcels

- Sort the daily post and distribute accordingly.
- Ensure all outgoing mail is correctly weighed, franked, and taken to the post office on a daily basis.
- Maintain postal credit and consumables for franking machine.
- Receive parcels and follow procedures for receiving inward goods and exam documentation (logging as necessary).
- Notify site supervisors about deliveries to the academy and log instructions on Every system.

Administration

- Assist in the maintenance of any academy files, records and databases as required.
- Support the mail shot process as and when required.
- Maintain, update, and distribute the internal phone list to staff.

- Log late/returning students on the attendance live document.
- Log students who are leaving during school time hours on the live document.
- Supervise students who are waiting in reception either for a parent or waiting for a member of staff.
- Notify the correct member of staff if a student leaves the school unauthorised.
- Scanning over evidence of student's appointments to attendance.
- Check the office emails inbox and distribute them accordingly during term time.
- Take messages and email the appropriate member of staff where there is no direct dial.
- Send messages to parents.
- Ad hoc duties: phone calls to parents/confirmation letters, copy typing, handing over exam certificates and getting signatures, updating details on BROMCOM when necessary.

Generic to the role

- 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.

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.

05. Person Specification

Person Specification

Academy Receptionist/Administrator

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	GCSE Maths and English (Grade 4/C or above).	- Any relatable qualifications or awards. - First Aid Qualification or willing to undertake training.	Application form
Experience	- Experience of working in a similar role. - Competent user of Microsoft Office and confident to learn and use new software. - Demonstrate strong administration and organisational skills. - Demonstrate excellent written and oral communication skills.		- Application form - Interview
Competencies	- Ability to communicate effectively. - Demonstrable ability to perform duties in the job description. - Effective communicator both written and oral skills. - Able to use initiative and prioritise. - Good organisational and time management skills.		Interview
Values	- Helpful, positive, calm and caring nature and an enthusiasm for working with young people. - To be fully committed to the safeguarding and promotion of welfare for all young people.		- Interview - References

	Essential	Desirable	How will this be demonstrated
Values continued	• To act responsibly and ensure health and safety at work for yourself and others. To report any concerns immediately to the Health and Safety Coordinator. • Ability to maintain a professional manner in challenging situations. • Personal integrity and loyalty, remaining confidential at all times. • Vision aligned with the academy's • Vision aligned with the academy's high aspirations and high expectations of self and others. • Articulate the values and mission of the academy. • Commitment to the safeguarding and welfares of all students. • Commitment to continuous improvement, both personal and organisational. • Demonstrate positive commitment to equality and diversity.		• References



06. Onboarding

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 your 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 a 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



08. How to Apply

Academy Receptionist/ Administrator

Applying:

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



Status: Permanent

37 hours per week

39 weeks per year (Term Time Only)

Salary:

NJC Scale Point 3 - 5

Actual Salary: £21,327 to £22,004 per annum

FTE Salary: £24,795 to £25,583 per annum



Closing Date:

Wednesday 12th August 2026 at 9:00am or sooner should we receive sufficient applications.

Start Date:

As soon as possible



Interviews:

Wednesday 19th August 2026

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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