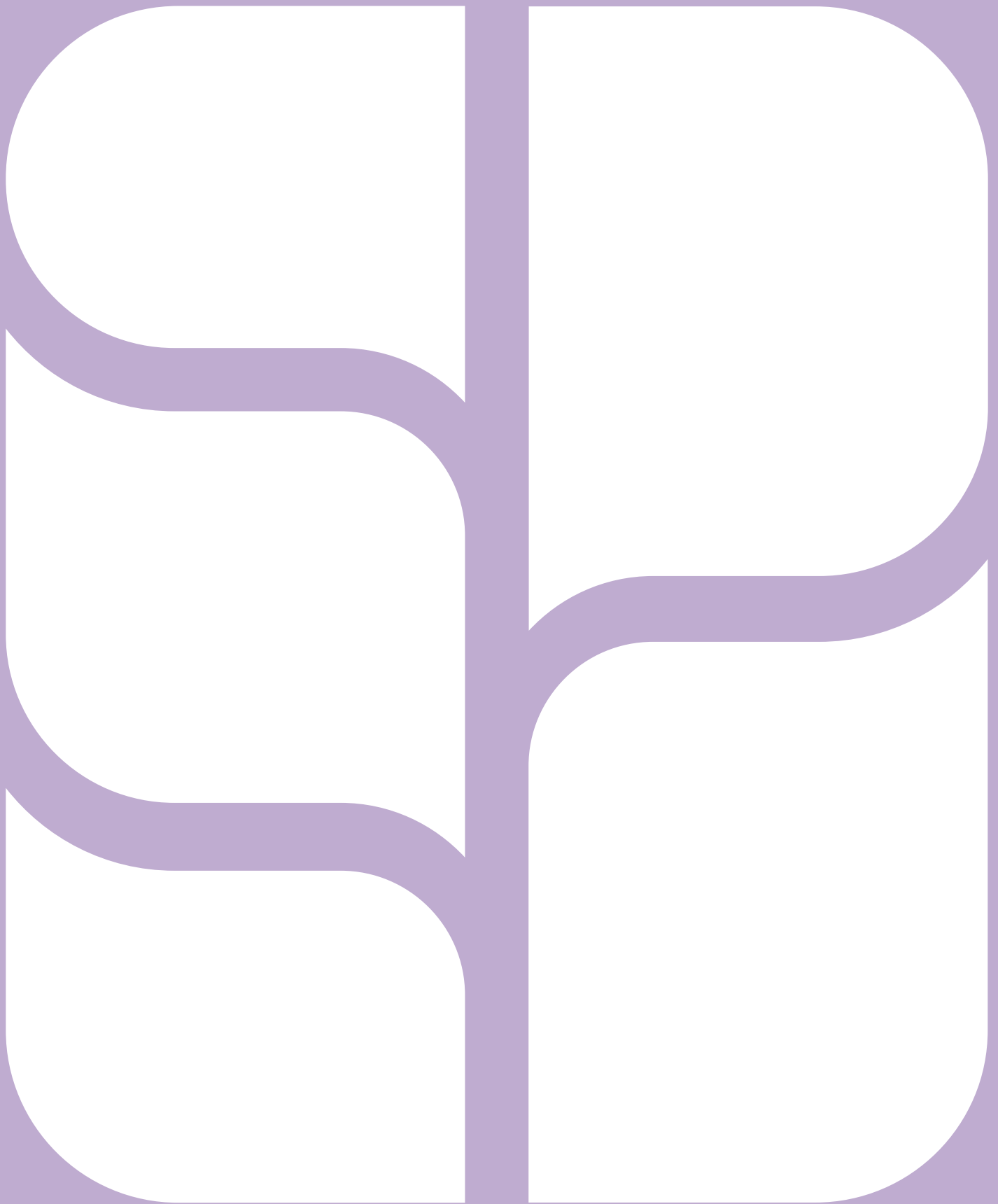




Active
Learning
Trust

Candidate Pack
SENDCo Admin Assistant
September 2026



Contents

- Hello from our CEO
- About Active Learning Trust
- Our Schools
- Job Vacancy
- Job Description
- Person Specification
- How to Apply

Dear applicant



Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.

At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.

We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.

If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.

With warm regards,



Lynsey Holzer
Chief Executive Officer

Active Learning Trust

Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 21 schools in East Anglia, serving over 8,600 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

Our People-First Philosophy

At Active Learning Trust, we invest in you from day one. We love working with specialists that are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so you can focus on making a real difference in our schools and beyond.

Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



I aspire, we achieve



We're curious, creative and bold



A family, not a house share



Comfortable being candid



Humour, humility, humanity



“

ALT creates environments where professionals can be bold and courageous in their practice, bringing about excellent outcomes for both students and staff. Our students receive the best standard of education from practitioners who are motivated to give their best as they are supported by a Trust that treats all with humanity, humility and humour!

More personally, I'm grateful for the CPD and career opportunities presented to me, that have allowed me to grow from an NQT into a Headteacher in 8 years.

Louise Creed
Headteacher, The Albert Pye
and Ravensmere Schools Federation

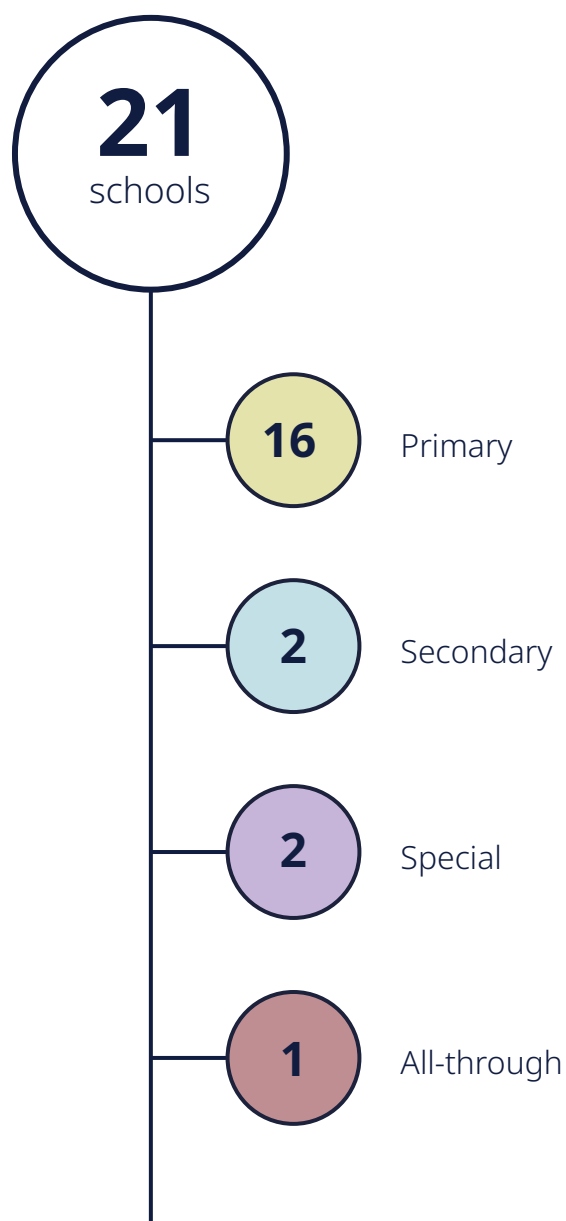
Our Schools

Active Learning Trust encompasses 21 schools across East Anglia – eight in Cambridgeshire, 12 in Suffolk and two in Norfolk.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, Norfolk & North Suffolk, and mid Cambridgeshire. This allows the Trust to apply 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for our teams and continues to develop further over time.

For more information on our schools, please visit our website.

[View our schools](#)



Job Vacancy

SENDCo Admin Assistant

Be the organised, welcoming presence that helps our school community thrive

We are looking for a SENDCo Admin Assistant to join Hillside Primary School & Nursery in Ipswich, a caring and inclusive primary school where every child is valued and encouraged to achieve their best. This is an important role at the centre of school life, providing efficient administrative support that helps colleagues, pupils and families feel informed, supported and connected. We are seeking someone who combines strong organisational skills with attention to detail, confidence using ICT systems and a warm, professional approach to communication. Working closely with staff across the school, the successful candidate will help ensure key processes run smoothly while contributing to a positive experience for our whole community.

Summary of Key Responsibilities

- Provide high-quality administrative support, including correspondence, data management, reporting and maintaining records.
- Act as a key point of contact for parents, visitors, staff and external agencies, delivering a professional reception service.
- Support attendance, pupil welfare and safeguarding processes, including first-day calling and visitor compliance checks.
- Assist with SEND, recruitment, finance and operational administration as required by the school.
- Help coordinate meetings, events, communications and wider school activities.

Why Join Our Trust?

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Join an experienced group of people that are fully dedicated to delivering the best for our children.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and local government pension scheme.

Contact

If you would like an informal discussion about the role, or for more info, please contact Cheryl Ratcliffe, Office Manager, at: c.ratcliffe@hillsideprimary.co.uk



**Hillside
Primary
School**

Location

Ipswich, Suffolk

Contract

Full time, Permanent

Salary

ALT Grade D
£26,224 - £26,847 FTE

Interview Date

To be confirmed

Start Date

To be confirmed

Job description

SENDCo Admin Assistant

Salary: ALT Grade D

Academy Site: Hillside Primary

Reporting to: Headteacher

Main purpose

To provide specific clerical and administrative or financial functions for the academy under the direction or instruction of senior staff.

*Specific duties will depend on the phase and needs of individual academies

Duties and responsibilities

Administration

- Provide administrative support including word processing and IT based tasks including advanced knowledge of various ICT packages and the operation of office equipment
- Provide reception services as required, through welcoming visitors, answering the telephone and monitoring academy shared email accounts
- Process forms and returns including those to outside agencies
- Analyse and evaluate data and information and run reports
- Produce and respond to non-routine correspondence on behalf of the school
- Undertake payroll administration, if required
- Act as the first point of contact for sick pupils and liaise with parents/carers/staff, as required
- Deal with non-standard enquiries either by telephone or face to face and sign in visitors
- Monitor pupil attendance, carry out first-day calling and run attendance reports, if required
- Process orders, if required
- Set up budget allocations, record and monitor income and expenditure and produce reports, if required
- Undertake safer recruitment administration such as DBS checks, if required
- Ensure all visitors to the academy site have appropriate safer recruitment checks, or are accompanied during their visit
- Organise meetings and take notes, if required
- Assist with producing marketing and promotional material for the academy
- Assist with the administration of school lettings and other uses of academy buildings, if required
- Assist with website administration, if required

- Assist with arrangements for academy events and visits, including hospitality

Resources

- Monitor and manage stocks and supplies, selling and distributing as required
- May handle cash or cash equivalents such as dinner monies, educational visits contributions

Systems, Policies and Procedures

- Contribute to the planning and development of administrative procedures and systems
- Knowledge of and adherence to academy and Trust administrative systems, policies and procedures, to ensure compliance

Team Involvement

- Regular day to day allocation of work to others which requires occasional supervisory responsibility
- Demonstration of tasks to more junior colleagues on a regular basis

Building Professional Relationships

- Communicates with other staff as well as pupils, parents/carers, suppliers, external agencies and visitors
- Likely to be the first point of contact for customer complaints
- Act as first point of contact for Senior Leadership Team

Record Keeping and Information Management

Maintain and update records and systems

Generic responsibilities of all Active Learning Trust employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.



Active
Learning
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Person Specification

SENDCo Admin Assistant

E = Essential / **D** = Desirable

Qualifications & Training		
Knowledge for implementing a range of administrative procedures, including IT packages and systems. Knowledge and skills equivalent to national qualifications level 3	E	
Experience		
General clerical, administrative and financial work experience, as appropriate	E	

Skills and Knowledge		
Ability to interpret information and situations and solve varied problems	E	
Ability to refer to manager for difficult/unusual problems	E	
IT and keyboard skills – able to work with precision and speed	E	
Able to communicate appropriately with a range of stakeholders, including other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors	E	

Personal Qualities		
Embodies of the Active Learning Trust's values: - I aspire, we achieve - We're curious, creative and bold - A family, not a house share - Comfortable being candid - Humour, humility, humanity	E	
Commitment to uphold the seven principles of public life (the Nolan principles) at all times	E	
Commitment to maintaining confidentiality at all times	E	

Ability to use normal physical effort with a mixture of sitting, walking and carrying minor loads	E	
Able to work in an office environment	E	
Equal Opportunities		
Commitment to inclusion, equality and diversity	E	
Safeguarding		
Commitment to safeguarding and promoting the welfare of children and young people.	E	

Application Process

How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

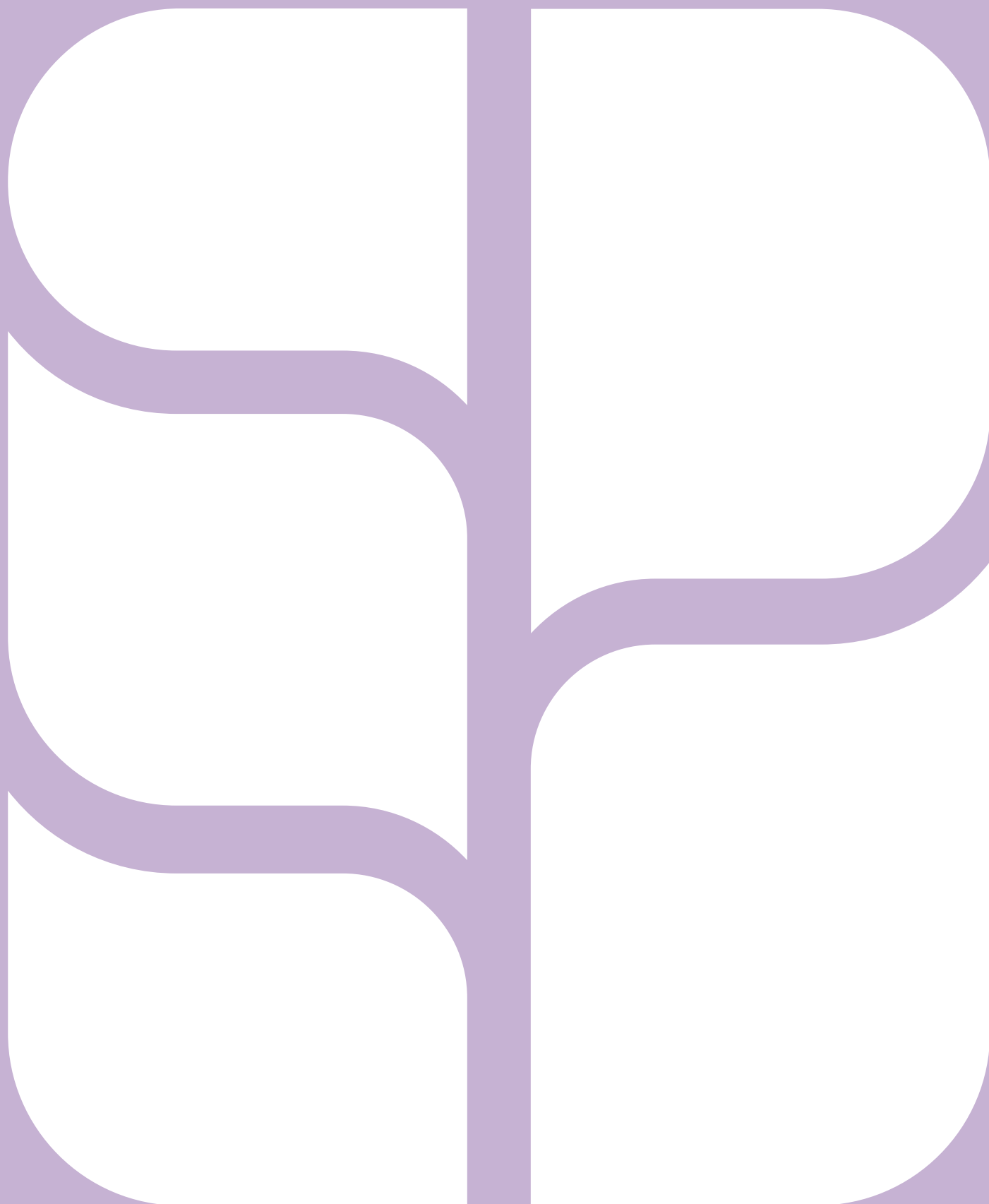
No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.



www.activelearningtrust.org