



Administration
Assistant

Information for
Applicants

May 2026



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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Stafford Junior School

Stafford Junior School is an exciting and rewarding place to work and we offer a range of professional development opportunities to support your growth and help you achieve your ambitions. We pride ourselves on providing pupils with a high-quality education. Ofsted recognised this in July 2024 when they judged pupils' personal development to be outstanding. Our teachers are well-trained and deeply understanding of their pupils' needs. As a school, we maintain the highest standards of behavior both in and out of the classroom, which allows our pupils to focus on their learning and achieve great results.

Stafford boasts amazing facilities, including extensive grounds, a Forest School area, a dedicated science laboratory, a music room, and even a reading cafe. I encourage you to visit us to see these fantastic resources firsthand.

Working with Cavendish Education Trust, you're part of a larger team - a family. Staff support each other and are strong role models for the children - showing our Circle of Kindness in action! All colleagues are valued for all they bring to support our wonderful pupils.

Best wishes
Corrine Crawford
Head of School



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION 1/2

JOB TITLE	Administrative Assistant
GRADE	Single Status Grade 4
RESPONSIBLE TO	Finance and Business Support Manager

JOB PURPOSE

To provide full support in all administrative tasks for the Trust and the school leadership team and other colleagues as required.

KEY TASKS

- Administer first aid where necessary, contacting parents if a pupil needs to be sent home or calling an ambulance in an emergency. Record first aid incidents and administration of medicines on the Trust's systems.
- Provide main office support which includes meeting and greeting parents, pupils and visitors and answering all incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received .
- Create documents including routine letters, handbooks, mail-merged letters, parental information
- Proof read letters before submitting for signature, distribution or email and review and prepare materials for publication on the school's website or for distribution to parents, such as newsletters
- Update Trust systems to create and send lists, reports and mail-merged documents
- Support and cover for any members of support staff with tasks as required: e.g. lunchtime supervision, exclusions admin, minute meetings, annual documentation
- Complete purchase order forms as necessary to order resources, goods and services and support deliveries
- Support the management of bookings for Clubs and liaise with parents to ensure our systems are up to date
- Support the Trust's processes in the collection of income for clubs and liaise with finance colleagues as appropriate. This will include support for school trips and using systems such as parentpay
- Meet and greet parents, liaise with staff, and external agencies as appropriate, sharing information as directed and ensuring local procedures are properly followed
- Maintain existing and develop new systems to ensure efficiency and effectiveness
- Deal with enquiries from visitors, parents, governors, staff and pupils and maintain school records

JOB DESCRIPTION 2/2

- Enter data or any school information required onto systems, reconcile and report to staff as required
- Support a welcoming environment where all children and parents feel valued and supported, including helping on displays. Establish effective and respectful relationships with children and their parents/carers
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- To carry out the above duties in accordance with the Trust's Policies and Guidelines.

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION
Administration Assistant

	Essential Criteria
Education & Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or above in English and maths • A current First Aid certificate or willingness to undertake training
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication and customer service skills • Advanced IT skills especially in word and excel • Ability to interpret information and complete tasks with attention to detail • Ability to follow instructions or work on own initiative as necessary • Ability to establish a rapport with pupils and their parents • Ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times
Knowledge & Experience	<ul style="list-style-type: none"> • Previous office work experience • inputting data and generating reports from systems • Experience of setting up and maintaining systems
Personal Attributes	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • A person who presents a friendly and professional image whilst maintaining a sense of calm • Ability to work on own initiative and prioritise • Ability to work well within a team • Ability to work well under pressure and is very organised

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Stafford Junior School

Ringwood Road, Eastbourne, BN22 8UA

Email: hr@cet.uk

Telephone: 01323 733434

