



Find Your Future

# Apprentice Administrator

£13,216.99 Annually (Actual)

Exceptional Educational Experience



Dan Morrow  
Trust Leader

# Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A stylized, handwritten signature of Dan Morrow in a teal color, written in a cursive script.

Dan Morrow  
**Trust Leader**

EXCEPTIONAL  
EDUCATIONAL  
EXPERIENCE

100%





## Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

A handwritten signature in blue ink that reads "Sally Foard".

Sally Foard  
**Chair of Trustees**



Sally Foard  
Chair of Trustees





# Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



**9000**  
LEARNERS



**1200**  
CELT STAFF



**16**  
SCHOOLS



## Office Administrator Apprentice

### **Purpose of the role**

To work under supervision to provide administrative support across the school. This role is designed to help you develop practical office skills, gain experience in a busy school environment, and work towards a recognised qualification while contributing to the smooth running of the school.

### **Culture**

The post-holder will demonstrate and promote the values of Cornwall Education Learning Trust at all times, acting as a positive representative of the Trust and contributing to its wider culture and ethos.

They will work with professionalism and integrity in line with the Trust's Code of Conduct, ensuring that their conduct, communication and decision-making reflect the standards expected of all staff. The post-holder will be aware of and comply with all relevant policies and procedures, including safeguarding, health and safety, confidentiality and data protection. They will raise any safeguarding concerns appropriately and in line with school procedures.

The post-holder will show patience, empathy and discretion when dealing with sensitive information or supporting students, families, colleagues and external agencies.

They will contribute positively to the wider school environment by being adaptable, reliable and willing to assist with wider school life where appropriate.

### **Strategic purpose**

The post-holder will support the Receptionist in welcoming visitors to the school, ensuring that signing-in procedures are followed and that visitors receive a professional and helpful first point of contact. They will assist with sorting, distributing and administering incoming and outgoing mail and emails, ensuring that communication is handled efficiently and passed to the appropriate person or department.

The post-holder will help manage the school's text and email communication service to parents and carers, supporting clear and timely communication between the school and families. They will support the administration of student admissions and leavers, helping to maintain accurate, up-to-date and confidential pupil records in line with school procedures and data protection requirements.

The post-holder will assist the Finance Assistant with ParentPay, including setting up services, monitoring payments and helping to distribute goods purchased through the school shop. They will help process authorised hospitality and catering orders under guidance, ensuring that requests are managed accurately and appropriately.

The post-holder will provide administrative support to the Educational Visits Coordinator by preparing letters, collating student information and helping to prepare trip packs. They will undertake first aid duties, with appropriate training provided, and will respond to first aid needs in line with school procedures.

The post-holder will also help prepare refreshments and make practical arrangements for meetings, events and other school activities as required.



### **Professional Development**

The post-holder will take responsibility for their own professional development, engaging critically with education research and seeking opportunities to develop their knowledge, skills and confidence. They will learn and develop their ICT skills, including the use of Word, Excel, PowerPoint and management information systems such as SIMS and ParentPay.

The post-holder will gain experience in producing high-quality documents, correspondence and administrative materials under supervision, ensuring that work is accurate, professional and appropriate for the intended audience.

They will develop strong organisational and time management skills within a busy school environment, learning how to manage competing priorities effectively.

The post-holder will continue to learn, train and adapt to new systems, processes and ways of working as required by the role and the wider school.

### **Communication and Working with Others**

The post-holder will learn how to receive and prioritise incoming telephone calls, taking accurate messages and directing queries to the appropriate person or department.

They will assist with word processing and the production of correspondence, reports, publications and other school documents.

The post-holder will support communication with parents and carers through email, text messages and letters, ensuring that information is shared clearly, accurately and professionally.

They will collaborate effectively with colleagues, students, parents and carers, contributing to positive working relationships across the school community.

The post-holder will demonstrate excellent verbal and written communication skills, communicating with clarity, professionalism and sensitivity at all times.

### **General responsibilities applicable to all staff**

- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Note**

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.

*All offers of employment are conditional and subject to satisfactory pre - employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.*



### Qualifications and Professional Development

Essential	Desirable
Minimum Grade C GCSE (or equivalent) in Maths & English A commitment to work towards attainment of NVQ Level 3	

### Experience

Essential	Desirable
Strong IT skills to include Microsoft Office packages and Management Information Systems	Practical experience in administrative/clerical work.
Demonstrable administrative and organisational skills	
Demonstrable numeracy and literacy skills	
Demonstrable accurate data input skills	
Ability to work flexibly and using own initiative	
Meticulous attention to detail	

### Knowledge and Skills

Essential	Desirable
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.	
Demonstrates an awareness, understanding and commitment to equality and inclusion.	

**Additional Requirements**

Essential	Desirable
Suitability to work with children.	
Commitment to, and identifies with, the values of Cornwall Education Learning Trust	
Demonstrates understanding of, and enthusiasm for, working in a busy school environment. Adaptability and willingness to assist with other aspects of school life	
Willingness to learn, develop and train.	



## Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: [www.celtrust.org](http://www.celtrust.org).

If you would like to arrange a visit or discuss the role further, please contact **T Coleman, Deputy Headteacher, at [tcoleman@penrice.celtrust.org](mailto:tcoleman@penrice.celtrust.org)**

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



## Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels  
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CELT is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

*Lea Randall*

Lea Randall  
**People Services Lead**



Lea Randall  
People Services Lead

**Empowering  
our people to  
support, teach  
and lead**



*Claire White*  
**Headteacher**

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



*Andrew Gasiorowski*  
**IS Manager**

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



*Rebecca Blizzard*  
**Assistant Headteacher**

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range of leadership opportunities at CELT and the strong collaboration amongst colleagues and our family of schools.

# Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



## Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



## Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



## Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



## Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF  
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

**CLICK HERE**



"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



*Hayley Bissenden*

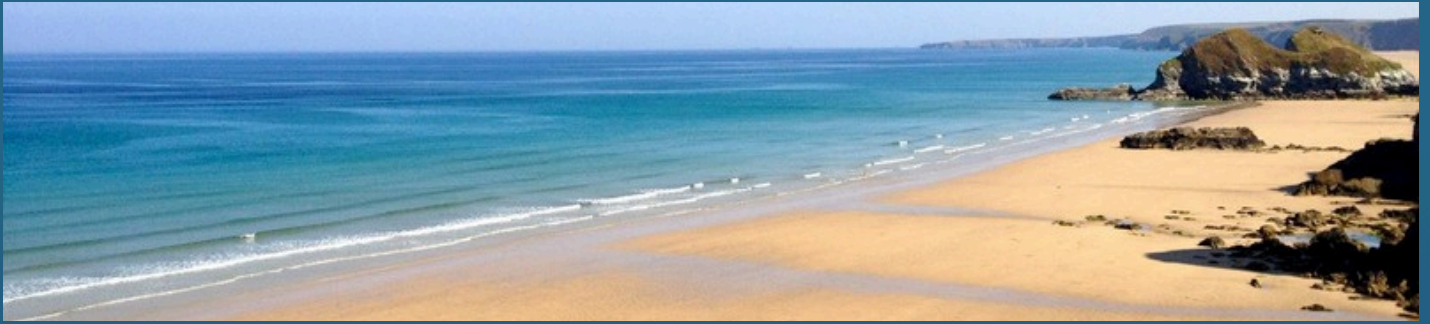
**Hayley Bissenden**  
Director of the  
Centre of Excellence





## Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

### Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

### Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



### Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

### Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.