



ATHENA
LEARNING TRUST

Administrator & First Aider

Applicant Pack

Closing date:

25th August 2026

Interview date:

To Be Confirmed



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:

Administrator &
First Aider

School Base:

Launceston College

Closing Date:

25/08/2026

Interview Date:

TBC

Vacancy Start Date:

ASAP

Contract Type:

Permanent

Salary:

£13.45 - £13.97 ph



Launceston College
Part of the Athena Learning Trust

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The postholder will provide high-quality administrative support to the school, ensuring the smooth day-to-day running of administrative processes.

The role includes reception and first aid duties, maintaining accurate records, supporting school events, educational visits, room bookings and general administration for staff, students, parents and visitors. The postholder will work flexibly across the administration team to meet the operational needs of the school



What you will be doing

Build Knowledge

- Develop and maintain knowledge of school administrative procedures, Trust policies and relevant systems
- Maintain accurate electronic and paper records
- Undertake training appropriate to the role including safeguarding, first aid and data protection
- Identify administrative issues and refer suggestions for improvement to your line manager

Build Trust

- Provide a professional, welcoming and helpful service to students, parents, visitors and colleagues
- Maintain confidentiality when handling sensitive information
- Work collaboratively with colleagues to support the effective operation of the school
- Complete allocated work accurately and within agreed timescales

Prioritisation

- Prioritise workload to meet deadlines and respond to changing school priorities
- Provide administrative support for Alternative Learning Week, educational visits and Year 6 transition activities
- Coordinate room bookings and maintain associated records
- Support the administration of school events and activities

Clarity and Energy

- Communicate clearly and professionally with all stakeholders
- Undertake reception duties and respond appropriately to telephone, email and face to face enquiries
- Provide first aid to students, staff and visitors in accordance with school procedures
- Maintain accurate first aid records and replenish first aid supplies

Follow Up

- Maintain action trackers and administrative records
- Follow up outstanding documentation, consent forms and information as requested
- Escalate issues requiring management attention promptly

How you will be doing it

Dream Big

- Demonstrate a commitment to delivering the highest standards of administrative support to enable the best possible outcomes for all students
- Contribute positively to the continuous improvement of the school and wider Trust

Take Responsibility

- Maintain confidentiality of information acquired in the course of your duties
- Ensure Health & Safety, safeguarding and data protection are at the centre of your approach
- Take responsibility for your own professional development and participate in relevant training and CPD
- Attend staff meetings, training and school-based CPD as required
- Manage your workload effectively and seek support where appropriate

Be Kind

- Build positive relationships with students, parents, colleagues and visitors
- Promote an inclusive environment where everyone is treated with dignity and respect
- Support the Trust's commitment to equality, diversity and inclusion
- Demonstrate empathy, professionalism and a willingness to support others

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- First aid qualification or willingness to undertake training

Experience

- Previous administration experience
- Competent IT skills
- Organised and great attention to detail
- Strong communication skills
- Ability to problem solve and adapt to evolving priorities

Desirable

- Understanding of HR and Finance administration

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.