



ADMINISTRATION ASSISTANT



Central MAT Office
The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

What our employees say about us

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	93%
How respected by your colleagues do you feel?	91%

Leadership

Leadership dynamics	10% higher than national benchmark
Professional support from line manager	3% higher than national benchmark

Job satisfaction and communication

Effective and regular communication with employees	90%
Job satisfaction	5% higher than national benchmark

Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!

Bishop of Coventry

ADMINISTRATION ASSISTANT

About the Role

The Trust is looking to appoint an inspirational and highly effective Administrator who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £25,583 FTE
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Roberta Mainwaring, our Headteacher, directly on 024 7630 3582 for an informal discussion about the post.

Please note the closing date for applications is 19th June 2026

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place week commencing 22nd June 2026

Job Description

KEY PURPOSE

To Provide reception, clerical, HR and financial administration support for the academy under the direction and supervision of the Academy Business Partner

ACCOUNTABILITIES

The appointee will be line managed by the Academy Business Partner.

PRINCIPAL RESPONSIBILITIES

Reception:

- Provide a welcoming reception service for the school, acting as a first point of contact for pupils, parents and visitors, dealing with enquiries as they arise, ensuring that the school's security and safeguarding procedures are adhered to at all times.
- Make and receive internal and external telephone calls, filtering and directing as necessary, taking accurate messages as required and delivering to the recipient in a timely manner.
- Arrange appointments and meeting on behalf of the leadership team as directed, liaising with parents, professionals and other outside agencies and adding to the school diary as requested.
- Ensure the office and reception facilities are tidy and presentable on a daily basis.
- Provide refreshments to visitors as required.

Administration:

- Effective maintenance, administration and update of the SIMs database including pupil records and information, attendance, school meals, free school meals, assessment, school census, year-end processes, etc.
- Effective and timely monitoring of the main school email address, forwarding named communications to appropriate staff, dealing with enquiries and replying to standard emails as directed.
- Ensure daily post is received, opened where directed, distributing named post to appropriate staff, dealing with enquiries and replying to standard correspondence as delegated.
- Responsible for sending all outgoing mail.
- Record school meals and supply catering staff with numbers on a daily basis and in a timely manner. Verify the catering return weekly for total numbers and update figures weekly on the central catering reconciliation spreadsheet.
- Administer First Aid and maintain audit records.
- Check and sign for deliveries. Check goods against delivery notes and advise the School Business Manager of any discrepancies or missing items before distributing to the appropriate member of staff or storage area.
- Maintain and administer the ParentPay system for academy trips, after school clubs, etc. and record entries on appropriate spreadsheets. Assist parents with registration if required.
- Receive bookings for the before and after school club. Maintain and update registers, financial information and liaise with parents.
- Upload school newsletter to the academy website including letters to parents, school meal information, school uniform, clubs, etc.

- Create letters for parents in relation to school events, trips, clubs, etc. and ensure effective communication via email, website, etc.
- Act as a first point of call for sick pupils, contacting parents/carers or emergency contacts to advise when their child is sick or injured as directed. Collect children from their class and complete associated tasks for a child leaving the site.
- Support in administering medications to pupils as required, ensuring parents have completed the relevant consent form, and that medications are administered in line with school protocols.
- Maintain the parent and staff information boards, displaying newsletters, posters and bulletins as required.
- Liaise with the academy photography company to arrange school photographs and co-ordinate arrangements for the day/s.
- Ensure that synchronization between the main school information systems is taking place, e.g between SIMs and OTrack, etc.
- Assist staff in the use of photocopiers, report any faults to the supplier in a timely manner ensuring follow up. Ensure sufficient stock of toner cartridges are available.
- Monitor standard curriculum suppliers, including photocopier paper, and place order to replenish in a timely manner.
- Undertake general filing, photocopying and laminating of information as directed.
- Prepare paperwork for new admissions, ensuring that all forms have been completed and undertaking relevant checks.
- Ensure timely transfer of records for school leavers and import of pupil records to SIMs for those joining the academy.
- Liaise with school staff and Warwickshire County Council Admissions service as required.
- Maintain daily attendance on the SIMs database in line with school procedures.
- Deal with the late arrival of pupils, recording reasons where available and make relevant entries in registers.
- Print out registers when required.
- Chase up absences where no contact has been made from the parent via telephone, liaising with the Attendance Lead and Pastoral Mentor where there is cause for concern.
- Deal with holiday request forms from parents, recording permissions granted/declined in attendance on SIMs and information back to parents.
- Prepare absence information for the leadership team as required.

DEVELOPING SELF AND WORKING WITH OTHERS

Effective relationships and communication are important in a school role and you will be expected to manage yourself and your relationships well. Through performance management and effective continuing professional development practice you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Ensuring own CPD includes developments in education.
- Develop and maintain a culture of high expectations for self.
- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload to allow for reflection and an appropriate work/life balance.

KEY ORGANISATIONAL ACTIVITIES

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Experience						
1	Grade C GCSE or equivalent in Maths and English	X		X	X	X
2	Competent in the use of Microsoft Office software e.g. Word, excel, publisher	X		X	X	X
3	Previous experience of using SIMs		X	X	X	X
4	Relevant finance or administration qualification		X	X	X	X
5	Experience of working in a busy office environment	X		X	X	X
Professional Experience and Knowledge						
1	Experience of working in an educational setting		X	X	X	X
2	Good organizational skills	X		X	X	X
3	Good communication skills	X		X	X	X
4	Accuracy and attention to detail	X		X	X	X
5	Able to exercise initiative and independent action and understand the need to maintain confidentiality at all times	X		X	X	X
6	Ability to undertake routine tasks without close supervision	X		X	X	X
7	Knowledge of office systems and procedures	X		X	X	X
8	Knowledge of school policies and procedures		X	X	X	X
9						
10						
Skills and Abilities						
1	Ability to work well under time pressure and to work to tight deadlines					
2	Excellent communication skills including ability to relate well to children as well as adults					
3	Take responsibility and accountability					
4	Relates well to pupils, parents, staff and other professionals/stakeholders					
5						
Personal Qualities						
1	Team player with a can do attitude	X		X	X	X
2	Committed to Equal Opportunities	X		X	X	X
3						
4						

I _____ hereby confirm that I have received a copy of the Job Description for the post of **Administration Assistant**

Signed

Date

Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Central MAT Office
The Diocese of Coventry Multi
Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

