



Henlow Church of England Academy
Application Pack

Operations and Admissions Officer

HONESTY

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Contents

Welcome

- About Henlow Church of England Academy
 - Ofsted
 - SIAMS
 - Curriculum
- Our Mission Statement, Vision, Aims and Objectives
- Job Description
- Person Specification

Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Operations and Admissions Officer** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our agreed pupil admission numbers (PAN) is 150 per year group, Years 7 to 11, but due to the changing climate from middle to secondary there are some year groups which are larger and some are smaller at present. Our expectation is that Henlow Academy will stabilise as a five-form entry school over the coming years. We have strong links with our feeder schools of Clifton All Saints, Derwent, Langford, Meppershall and Raynsford and currently house Year 5 and 6 from Meppershall on our school site. Each year students also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff. The Senior Leadership Team is substantively the Executive Headteacher, Head of School, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Chief Operational Officer and the Chief Financial Officer.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

Our school changed phase from middle to secondary in September 2021. Our first Year 11 cohort completed their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range, an extensive building project has been completed. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and a motivated individual who is willing to take on new challenges, embrace change and is keen to join our team of committed professionals.

The application form is available on our website www.henlowacademy.co.uk or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

Applications will be reviewed on a rolling basis, and the position will close as soon as the right candidate is found. We encourage early applications

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ENTHUSIASM

NURTURE

LOVE

ORIGINALITY

WISDOM

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We appreciate the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, we would be delighted to receive your application.

Yours sincerely,



Caren Earp

Executive Headteacher



Naomi Chalkley

Head of School

The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

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ENTHUSIASM

NURTURE

LOVE

ORIGINALITY

WISDOM

About Henlow Church of England Academy

Henlow Church of England Academy opened as a middle school (Years 5 - 8) in 1976 and established itself as a popular choice for pupils in the 3 tier offer in Central Bedfordshire. As the area now moves towards a primary/secondary model, Henlow is at the forefront of this change as a thriving secondary school (Years 7 - 11). The journey has been an incredible one for our community and we are proud to welcome you to join us as we take our next steps.

The surrounding countryside has always been a wonderful feature of our setting but the buildings themselves have been transformed in recent years. As a secondary school we now have superb facilities and offer a curriculum full of possibilities designed to develop the interests of our young people. As they progress throughout the school, they begin selecting which areas they wish to pursue further in Years 7 and 8. They have an increased choice alongside a community option in Year 9 and ultimately those subjects they wish to focus on in Key Stage 4. Our commitment in our curriculum and staffing matches the investment in our new buildings. In addition, our secondary Heads of Department have considerable experience at teaching GCSE.

As a community our ambition is driven by our ethos and Christian vision - every young person deserves to enjoy their learning by receiving the right blend of nurture and challenge ('I have come that they may have life, and have it to the full.' John 10:10). A genuine warmth and sense of community defines our approach and underpins all aspects of Henlow life. As teenagers make important decisions about the person that they ultimately want to become, we build positive relationships with them and ensure that they are supported to be the fully rounded person they hope to be.

In 2021 Henlow Academy became the founding member of Poppy Hill Multi Academy Trust which now includes Meppershall Academy. We enjoy strong links with our feeder schools which are now primaries, the Diocese of St Albans and a wide number of community and charity organisations.

Ofsted

We have recently been inspected by Ofsted, in April 2025. In inspectors noted that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

“Pupils benefit from a curriculum which allows them to develop personally as well as achieve academically.”

Ofsted 2025

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ENTHUSIASM

NURTURE

LOVE

ORIGINALITY

WISDOM

SIAMS

In March 2025 we were inspected by SIAMS (Statutory Inspection of Anglican Methodist Schools). The inspection recognised Henlow Church of England Academy is living up to its foundation as a Church school and is enabling pupils and adults to flourish.

"The school's vision is made a reality by the wise decisions and caring actions of leaders and adults at the school. As a result of this commitment to fullness of life, students flourish."

SIAMS 2025

Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that students encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

Key Stage 3

YEAR 7 - 9

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in Key Stage 4. In addition, students are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 students are taught elective lessons in mixed year group classes which adds to our community feel.

Key Stage 4

YEAR 10 - 11

Key Stage 4 combines compulsory study with a wide range of options to allow students to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all students to study religious education at GCSE standard. In addition, students will benefit from a range of subjects they can select from.

"Staff appreciate the positive focus on their workload and well-being, as well as the opportunities for continuous professional development."

Ofsted 2025

HONESTY

ENTHUSIASM

NURTURE

LOVE

ORIGINALITY

WISDOM

Our Christian Vision, Aims and Objectives

Our Christian Vision

'I have come that they may have life, and have it to the full.' John 10:10

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



“School policies and practice create a culture where members of the school community are confident that they are valued. This means that adults and students feel that their voices are heard and that they will be supported in difficult times.”

SIAMS - March 2025

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ORIGINALITY

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Job Description

Post: Operations & Admissions Officer

Salary/Grade Range: NJC Level 4A Point 11 – 15 (£23208.00 - £24837.00 Actual)

Hours: 8.15am – 3.45pm (half hour lunch) 35 hrs p/w TTO+ 2 weeks

Reporting to: Operations Manager

Note: This role is required due to demands places on the Academy Operations, Administration and Support Teams. There is a need for an Administrator to be in place to support the Operations Manager to fulfil statutory aspects which include Health and Safety, the day to day Administration function of the Academy and daily Facilities and Contract management.

Purpose of Role:

- To support the Operations Manager in all aspects of his/her role.
- To liaise with and promote positive relationships with internal and external stakeholders.
- To assist in development of marketing strategies to promote the Academy's vision, ethos and values, and ensure positive engagement with the local community and beyond.
- To assist in the development of policies, maintain and review as appropriate and consult with the Senior Leadership Team and Governing Body.

Specific Duties:

- To provide supporting materials and information for meetings, researching and sourcing these materials as necessary.
- To compile accurate and comprehensible data of various types using tables, graphs, Excel spreadsheets etc. for a variety of audiences (which may include staff, the SLT, Governors, parents/carers and Ofsted).
- To compile designated sections of the Headteacher's Report to Governors, meeting the set deadline.
- To set up meetings, compile the agenda, invite the attendees and ensure all practical aspects of the meetings are efficiently organized (the venue, IT requirements, refreshments organized which appropriate etc.). Take minutes where necessary.
- To formal documents according to the needs and requests of the Headteacher and Operations Manager.
- To line manage the MidDay Supervisory Team.

Financial Management:

- To promote the premises with the objective of maximizing income through lettings and other activities.
- To work with the Operations Manager the Headteacher to provide information which assists in the maximisation of letting revenue.
- To oversee the buildings and maintenance budget.

Administration Management:

- To monitor compliance with statutory bodies in relation to licences purchased and Data Protection.
- To monitor the annual service agreements for the maintenance of the school site.
- To ensure the minibus documentation is updated as required eg. Tax, MOT, Insurance.
- To oversee and manage the school communications systems (Parentmail, EduLink, BoStore).

Estates and Facilities Management:

- To promote the school estate in a positive manner to external organisations to ensure engagement with local businesses and the local community.
- To work with the Operations Manager to promote the premises with the objective of maximizing income through lettings and other activities.
- To co-ordinate the plans and progress of day to day projects and works liaising contractors as appropriate.
- To ensure fire practice records and alarm tests are up to date.
- To ensure the management of kitchen premises meets Environmental Health standards.
- To have regular liaison with the Site Agents, ensuring the property maintenance and repair of the school is carried out and progress monitored.
- To monitor the Site Agent records to ensure compliance with legal obligations, e.g. fire practice records and alarm tests are up to date.
- To co-ordinate the purchase, repair and maintenance of all furniture, equipment and fittings.
- To monitor the work of on-site contractors working on day to day projects and oversee the quality of work by contractors.
- To monitor the daily work of contractors and cleaning staff.
- To monitor, assess and review contractual obligations for outsourced services to ensure value for money is achieved.
- To monitor the annual service agreements for the maintenance of the school site.

Health and Safety Management:

- To report issues relating to Health and Safety to the Operations Manager and where appropriate, the Health and Safety Executive.
- In conjunction with the Site Agent, assist in overseeing the Health and Safety of the site including the identification of hazards and risk assessments and produce a report to the Operations Manager each term.
- To advise staff on matters of Health and Safety and organize training and development as required.
- To undertake and maintain first aid qualification.
- To support the Operations Manager in the line management of the Site Team (Site Agents, Cleaners etc.) having day to day responsibility for their management.

Admissions/Transition:

- Working with the Head Teacher to co-ordinate the process of school admissions to provide an efficient service to parents/carers and pupils to enable a smooth transition process throughout the school; effectively communiting with the local authority to ensure the school's admissions policy is adhered to and the legal procedures are followed.
- To update and amend the School Admission Module (SAM) as required in order that the Local Authority can obtain accurate on roll figures.
- To support the Progress Leader Pupil Premium to secure the effective transition and day to day well-being of all Pupil Premium and other Vulnerable Group pupils to support their attainment and achievement.
- To maintain the House Register, ensuring all new admissions are allocated to a House.
- To ensure that all leavers are accurately recorded liaising with the receiving school, Local Authority and Head of Year where appropriate.

Other:

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required at the request of the Headteacher.
- To undertake training and development as required to successfully perform the duties as outline.

Key Decisions Made:

- To managed day to day service contracts for the school.
- To update the Operations Manager and Headteacher on Health and Safety issues.

Stakeholder Engagement:

- Headteacher and Senior Leadership Team
- All staff including support staff
- Parents
- Contractors
- External Providers
- Local School Community

Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	<ul style="list-style-type: none"> Educated to GCSE standard in Maths and English at Grades A – C or equivalent. ICT Competent 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite Knowledge of SIMs Software for Schools 	<p>Application Form</p> <p>Interview Task</p>
Work Experience	<ul style="list-style-type: none"> Experience of working in a busy office environment Ability to manage modern telephone system and have an excellent telephone manner 	<ul style="list-style-type: none"> Experience of working in a school environment in a similar role 	<p>Application Form</p> <p>Interview</p> <p>References</p>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Ability to perform the range of duties on the job description Willing to work as a member of a team Excellent interpersonal skills Excellent communication skills (verbal and written) Ability to remain calm under pressure 	<ul style="list-style-type: none"> Evidence of having successfully prioritised tasks/worked on own initiative First Aid experience (qualifications) 	<p>References</p> <p>Interview</p> <p>Interview Task</p>
Motivation	<ul style="list-style-type: none"> Commitment to providing a good standard of support without constant supervision 	<ul style="list-style-type: none"> Willing to train and develop in line with school's ethos and professional development programme Prepared to get involved in the full life of the school 	<p>Interview</p>
Personal Qualities/Attributes	<ul style="list-style-type: none"> Willingness to occasionally adjust working arrangements to meet emergencies/changes in circumstances Empathy with children and young people Sensitivity to the views of others Smart personal appearance Positive attitude 	<ul style="list-style-type: none"> 	

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