



ATHENA
LEARNING TRUST

Administrator

Applicant Pack

Closing date:

27/03/2026

Interview date:

01/04/2026



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

School Base:

Camborne Science and International Academy

Closing Date:

27/03/2026

Interview Date:

01/04/2026

Vacancy Start Date:

ASAP

Contract Type:

22.5hrs weekly, 39 weeks annually, Fixed Until

Salary:

31/07/2026

£24,396 - 26,955 FTE

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

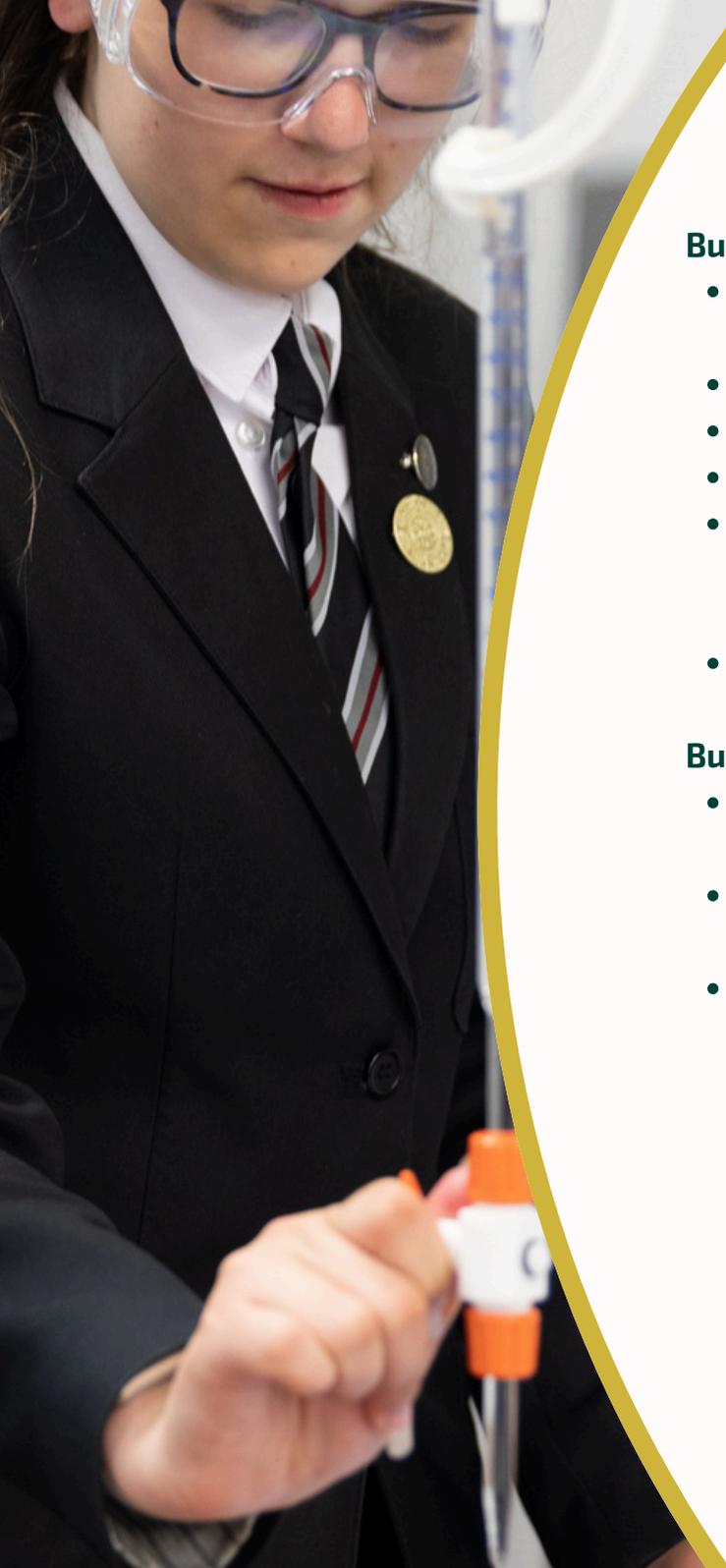
Flexibility

flexible working to promote work-life balance where possible



Role Summary

As an Administrator, you will play a crucial role in supporting the faculties and administrative staff within a school setting. Key aspects of the role include reception duties, the attendance office, people lead and the data manager, and supporting teachers with Faculty based admin. Reporting to the PA to the Senior Leadership Team and supporting them with their duties, with regular liasing with the senior leadership team. Below is a comprehensive job description outlining the typical responsibilities, qualifications, and skills required for this position.



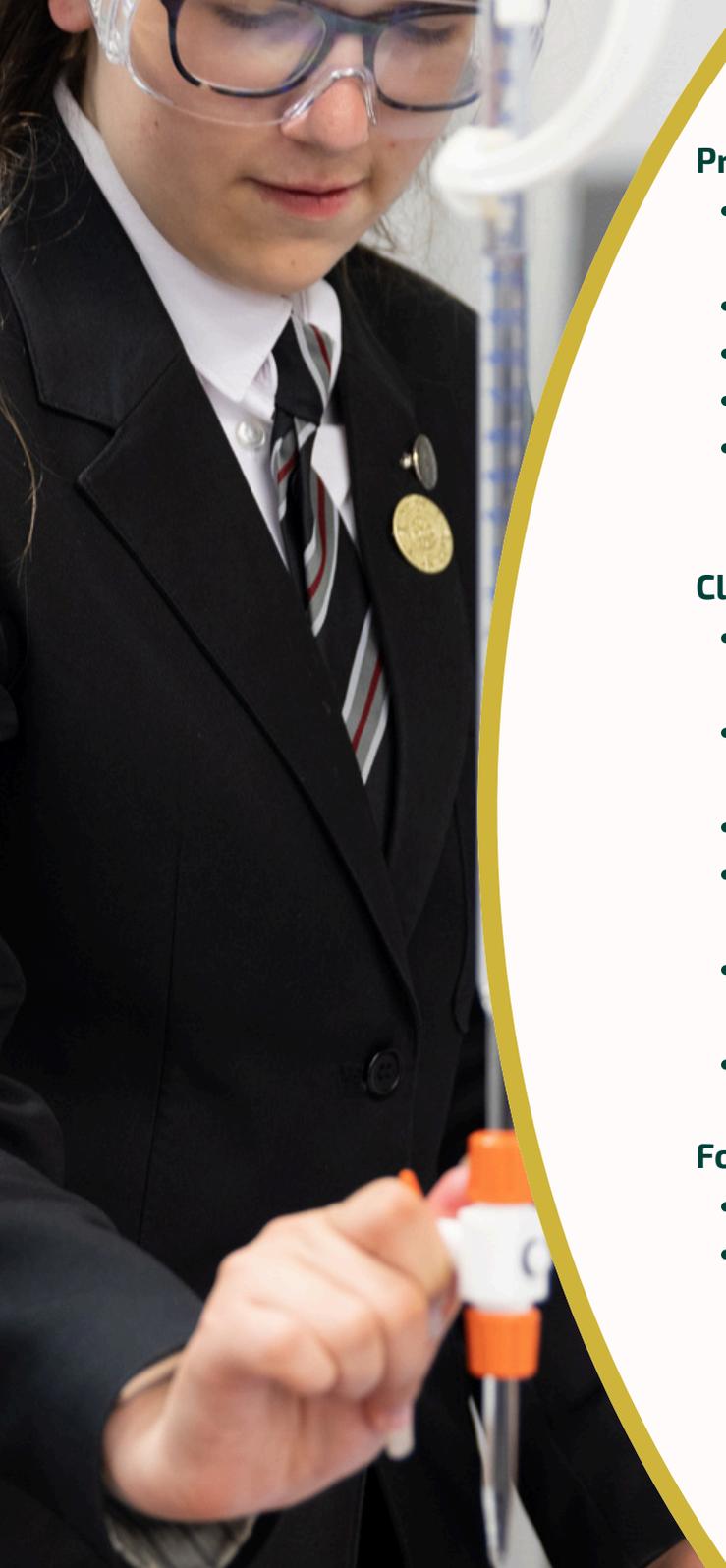
What you will be doing

Build Knowledge

- Using the school's computerised system (Bromcom) to update and maintain records and the timetable, including room bookings.
- Using google to create, maintain and share documents.
- Using Bromcom to find, update and mark student attendance where necessary.
- To be first aid trained and to cover the school first aid requirements as necessary.
- To be aware of and adhere to rules, regulations, and legislation, including Safeguarding, the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To complete Reflection administration whilst supervising the room.

Build Trust

- Maintaining confidentiality of information acquired in the course of undertaking duties for the department.
- Collaborate with other administrative staff to streamline office procedures and improve efficiency.
- Deliver excellent communication and interpersonal skills, with the ability to interact professionally with faculty, staff, students, and parents.



What you will be doing

Prioritisation

- Receiving and prioritising telephone calls, dealing with them appropriately, including accurately recording messages.
- Responding to queries, including prioritising issues and investigating queries.
- Prepare and distribute correspondence and reports as required.
- Assist in the preparation and distribution of instructional materials and resources.
- To work closely with other members of staff to offer Faculty admin and cover other key areas such as assisting the PA with Events and Careers.

Clarity and Energy

- Administrative tasks, including word processing, letter writing, printing, maintaining spreadsheets, uploaded and reporting on data and preparing resources.
- Liaising with outside agencies to book appointments as directed by pastoral or faculty staff.
- Arrange logistics such as venue booking, catering, equipment setup, and transportation
- Assisting with organising school events and activities, including open evenings, Leavers' Day and Activities Week.
- Undertaking Reception cover at both sites, First Aid Cover and welcoming visitors as required.
- Assist the PA with planning events for the school and attending them.

Follow Up

- To maintain accurate and comprehensive filing systems for students.
- To undertake other duties appropriate to the grading of the post as required.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

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
- Good experience of IT skills

Desirable

- Level 3 Qualifications or equivalent (eg IT Training)
- Higher Education

Experience

- Excellent communication skills, both oral and written
- Competent use of IT equipment and systems and practical experience of Microsoft Office Suites (work, excel and powerpoint), Google, etc
- Strong organisational and time management skills
- High level of accuracy and attention to detail
- Ability to problem solve and adapt to evolving priorities and schedules
- Ability to manage multiple tasks, set priorities and meet deadlines
- Ability to work alone and as part of a collaborative team

Desirable

- Relevant experience in an educational setting

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.