

Active  
Learning  
Trust

**Candidate Pack**  
Admin Assistant  
March 2026



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# Dear applicant



*Thank you for your interest in joining the Active Learning Trust. I know that choosing where to build your career is a big decision, and before I share the details of the role, I want to tell you why this is such a special place to work.*

*At ALT, we do things differently. We are a values-led organisation that believes our people are our greatest strength. We invest deeply in the adults who work with us, because when we help our colleagues grow, our pupils thrive. Ours is a community built on trust, care and ambition – where every member of staff is encouraged to discover their strengths, take opportunities, and know that their work is shaping brighter futures for the children in our care.*

*We don't see education as just a system; we see it as a moral mission. Every day, our staff bring energy, compassion and commitment to their roles, united by the belief that every child deserves the very best. We stand alongside you with high expectations, professional development, and unwavering support so that together we can achieve extraordinary things.*

*If you share our values and our passion for making a difference, we would be delighted to hear from you. I look forward to the possibility of welcoming you into our Trust – a place where people matter, potential is nurtured, and purpose drives everything we do.*

*With warm regards,*



**Lynsey Holzer**  
Chief Executive Officer

# Active Learning Trust

## Overview

Our multi-academy Trust was originally established in 2012 and is currently made up of 1,600 staff across 19 schools in Cambridgeshire and Suffolk, serving nearly 8,500 young people and their families. Our shared Trust mission of delivering excellence to ensure our young people can thrive and prosper is at the heart of everything we do.

Our trustees fulfil their duties through our Trust Leadership Team, which includes our central team and school leadership teams, working together as one unified organisation with joint accountability. We have an established central team that is not only knowledgeable but also driven by an imperative to deliver the very best for the young people in our care.

At Active Learning Trust, we are restless for excellence and improvement so that our children can thrive and prosper. Deeply rooted in the heart of our communities, people choose to join our trust because we make a difference. We explore the art of the possible to find the right solutions for our children, our people and the wider education sector.

## Our Team

Our team is made up of experts across all specialist areas, including education, finance, HR, communications and marketing, estates, governance, procurement, data and IT. Their skills allow us to deliver shared savings and, more importantly, provide essential services to schools, enabling school-based leadership to focus on improving outcomes for pupils in the broadest sense.

- We know our schools exceptionally well and we offer both honest reflection and evaluation of our strengths and areas for improvement.
- We have clear and appropriate plans for continuing to improve the quality of education and pupil achievement.
- We encourage and celebrate the individual characteristics of each of our schools and provide them with a good balance of autonomy central oversight and accountability.

## Our Values

At the heart of our Trust are five core values that shape our culture and guide every aspect of our work. They influence our interactions, decisions and strategic direction, and they unite our school communities.



**I aspire, we achieve**



**We're curious, creative and bold**



**A family, not a house share**



**Comfortable being candid**



**Humour, humility, humanity**



“

*ALT has put a lot of work into developing genuine shared values which you can see starting to come through all the schools. This feels very powerful. Despite the geographical distance between schools, there is real sense of the greater good with school leaders constantly supporting one another where needed. It is a particular privilege in my role to be able to identify and spread excellent classroom practice from school to school. People in this Trust are happy, and there is a widespread feeling of exciting times ahead.*

**Lisa Corby**  
Academy Improvement Lead

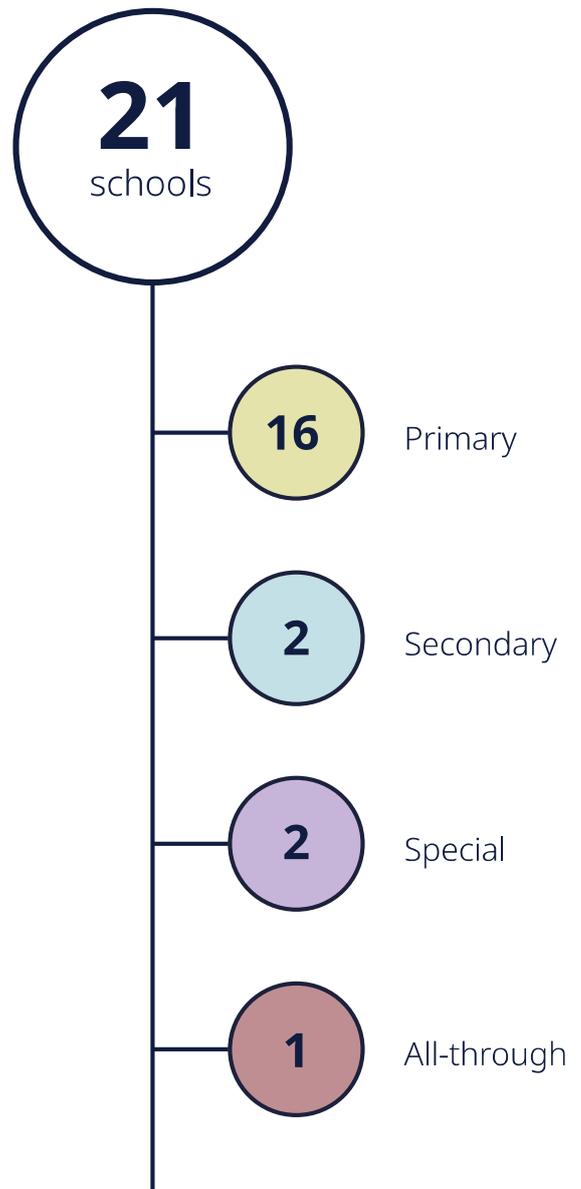
# Our Schools

Active Learning Trust encompasses 21 schools across East Anglia – eight in Cambridgeshire, 12 in Suffolk and two in Norfolk.

Our schools fall naturally into three designated geographical sub-regions – Ipswich, Norfolk & North Suffolk, and mid Cambridgeshire. This allows the Trust to apply 'hub' level school-to-school support and collaborative working along with other mutually supportive arrangements. The synergy this creates has become a key way of working for our teams and continues to develop further over time.

For more information on our schools, please visit our website.

[View our schools](#)



# Job Vacancy

## Admin Assistant

### **Organised, proactive, and ready to support – help our school thrive every day!**

Earith Primary School is looking to appoint a highly organised and proactive Admin Assistant to join our friendly and supportive team. This varied role provides essential administrative support across key operational areas of the school, helping to ensure the smooth and efficient running of daily school life.

### **Summary of Key Responsibilities**

- Provide administrative support across finance, HR, admissions and communications.
- Assist with financial processes including purchase orders, invoices and income monitoring.
- Support recruitment administration, staff records and absence monitoring.
- Maintain pupil records and support the school admissions process.
- Coordinate communication, resources and maintenance requests to support school operations.

### **Our People-First Philosophy**

At Active Learning Trust, we invest in you from day one. We love working with specialists who are united by their skills and passion for shaping the future of education. We provide tailored coaching, leadership training and clear progression pathways that turn roles into fulfilling, lifelong careers. Guided by our values of open dialogue, bold thinking and supportive teamwork, we put your growth and well-being at the heart of everything we do - so that you can focus on making a real difference in our schools and beyond.

### **Why Join Our Trust?**

- Belong to a compassionate and inclusive trust that values you and the role you play.
- Gain access to our VivUp employee benefit system, Cycle to Work scheme and Teacher pensions.

### **Contact**

If you wish to discover more about this exciting opportunity and our Academy, then please contact Thomas Abbs, Headteacher at [tabbs@earith.cambs.sch.uk](mailto:tabbs@earith.cambs.sch.uk)



**Earith  
Primary  
School**

### **Location**

Earith, Cambridgeshire

### **Contract**

Permanent, 18.5 hours,  
Term Time

### **Salary**

ALT Grade B (£10,287.08  
Actual)

### **Closing Date**

27th March 2026

### **Interviews**

To be confirmed

## Job description: School Administration (Level 1)

### Job details

<b>Salary:</b>	ALT Grade B
<b>Academy Site:</b>	Earith Primary School
<b>Reporting to:</b>	Headteacher

### Main purpose

To provide specific clerical and administrative support across key operational areas including Finance, People, Admissions and Communications, under the direction of the School Non-Education Lead and central team colleagues.

### Duties and responsibilities

#### Finance

- Support purchase-to-payment processes including raising requisitions; obtaining quotes; creating purchase orders on implicit; placing orders; receipting goods/services; accurate invoice processing; processing direct debit payments and checking supplier statements.
- Contribute to income generation and debt collection, including creating new customers, raising sales invoices, monitoring aged debtors, and processing school bank income.
- Support the management of credit card transactions, including the credit card transaction log and new cardholder application requests.
- Support the onboarding and amendments for suppliers.

#### People and Payroll

- Support the end-to-end recruitment process in conjunction with the Recruitment Team, including submitting advert requests; contacting candidates and issuing interview invitations through MyNewTerm; supporting candidate queries; and verifying ID, qualifications and DBS check.
- Support casework in conjunction with the People Team, including scheduling investigation interviews and acting as a note-taker.
- Maintain staff compliance records, including policy acknowledgements and training.
- Process staff expenses, overtime and mileage in NEO.
- Administer contractual changes in NEO, including changes to hours, basis, grade and expected end dates of fixed-term contracts.
- Monitor NEO workflows following changes made via Employee Self-Service and update MIS where necessary.
- Log staff absences in MIS and monitor completion of return-to-work forms.

### **Admissions and Pupil Data**

- Guide parents through the admission process; providing application information, sharing admission forms and arranging school visits.
- Maintain accurate pupil data on Arbor.
- Generate and analyse pupil data reports on Arbor.
- Manage CTF imports and exports and support Children Missing Education (CME) processes.

### **Communications and Engagement**

- Prepare engaging news stories by collating quotes, photos and content.
- Arrange and distribute surveys for staff and parents via communications.

### **Resources**

- Raise tickets for IT equipment replacements.
- Raise tickets for maintenance and liaise with contractors on maintenance works.
- Order and replace resources, including toner and paper.

### **Building Professional Relationships**

- Support the School Non-Education Lead in liaising between local academy teams and the central team for IT, Estates, Finance and People.
- Collaborate with colleagues at local hub schools.

### **Record Keeping and Information Management**

- Maintain manual and computerised records and management information systems.

### **Generic Responsibilities of all Active Learning Trust Employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of



satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*

## Person Specification: Administrator (Administration Level 1)

E = Essential D = Desirable

	E	D
<b>Qualifications and training</b>		
Some knowledge of administration and office systems and procedures equivalent to NVQ level 2	x	
<b>Experience</b>		
Previous administration experience		x
<b>Skills and knowledge</b>		
Ability to identify straight forward solutions to simple problems, with minimal close supervision	x	
Basic knowledge of administration and office systems	x	
Able to communicate with a range of stakeholders, including other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.	x	
<b>Personal qualities</b>		
Embodies the Trust's values: <ul style="list-style-type: none"> <li>• I aspire, we achieve</li> <li>• We're curious, creative and bold</li> <li>• A family, not a house share</li> <li>• Comfortable being candid</li> <li>• Humour, humility, humanity</li> </ul>	x	
Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a> ) at all times	x	
Commitment to maintaining confidentiality at all times	x	
Ability to use normal physical effort with a mixture of sitting, walking and carrying minor loads	x	
Able to work in an office environment	x	
<b>Equal opportunities</b>		
Commitment to inclusion, equality and diversity	x	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	x	

# Application Process

## How to Apply

You can browse and apply for all Active Learning Trust vacancies by clicking the link below to access our recruitment platform. Once you have found the corresponding vacancy, click on the 'Apply Now' button to begin your application. You can save your application and return to it at any time. Please ensure you have completed and submitted your application before the deadline shown on the job advert.

[View current vacancies](#)

## Hints and Tips

To increase the chance of your application being considered for the role, please follow these steps:

- Use the Person Specification document to write your application. Consider using the headings and give examples where possible.
- Check for punctuation and grammar errors.
- Ensure your first referee is from your current or most recent employer. If you are employed within a school or academy, ensure you list your Headteacher as your first referee.
- All gaps in employment history must be explained. This should start from the date you left full-time education, including the summer holiday.



## Useful Information

As an equal opportunities employer, we welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

No CVs are accepted in line with requirements of Keeping Children Safe in Education, therefore all applications are required to be completed using the MyNewTerm platform.

The Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject to pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture. Please be advised that references may be requested prior to interview for roles within our academies, where permission has been given to do so via MyNewTerm.

Candidates are advised that, if shortlisted for interview, they will be subject to an online search of information in the public domain.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

