



# Application Pack

## Higher Level Administrator

Grade:	Grade 7 Point 12 Actual salary £24,526
Contract:	Permanent (Term time plus 3 weeks – including 5 training days)
Closing date:	Monday 26 January 2026
Start date:	Immediate
Hours:	8.00am – 4.15pm Monday to Thursday (50 min unpaid lunch) 8.00am – 2.15pm Friday (50 minute unpaid lunch) 35 hours 15 mins per week



**Start date: Immediate**

**Closing Date 26 January 2026**



**The Four Cs Academy Trust**  
Curiosity Confidence Courage Constancy



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The Manor Drive Secondary Academy is a new, over-subscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022 and the school is growing each year. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We wish to appoint an outstanding administrator to provide high level admin support for members of the Senior Management Team. The role is extremely varied and the ability to prioritise and organise events is essential. Attention to detail is essential for this role and the ability to take typed minutes.

Strong personal qualities such as confidence, integrity and presence are sought in addition to good ICT skills. Consistent and effect communication are required together with the ability to use your own initiative. As the role evolves there is a requirement to be flexible and willing to help the Manor Drive team where necessary.

## WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in a growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym

Full details and how to apply can be found on the school website [www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk) We welcome questions from prospective applicants, please contact, Penny Noble by email: [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk) We reserve the right to close the job advert early should we receive a high number of applications.

**Closing date for applications is noon on Monday 26 January 2026**

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



# Message from Chair of Governors

Dear applicant,

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.



We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely,

Jonathan Theobalds  
CHAIR OF GOVERNORS



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# Message from Headteacher

Thank you for your interest in this role at Manor Drive Secondary Academy.

I am incredibly proud to be the Headteacher of our innovative, vibrant and growing school. Our students are very well mannered, respectful of each other and proud of their school. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life.

We have a strong commitment to developing our students as a whole; not only achieving excellent examination results but through our Enrichment curriculum and in preparing them for their adult lives. This was commended in our recent OFSTED inspection, with Personal Development being graded as outstanding.

We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team. I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk)

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely,

Jo Sludds  
HEADTEACHER



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# Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.
	Excellent professional development, guidance and support.



# What is it like to work at MDSA?

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

## Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities. The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

"MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling."

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

"I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA."

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

"The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA."



## PERSON SPECIFICATION

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING		
E	English and Maths GCSE or equivalent – Level 5 or more	A, I
E	Thorough and accurate understanding of English Language and Grammar	A, I
D	Educated to A Level or equivalent	A
D	Formal qualification in PA / secretarial studies ie RSA III Typewriting or Business Administration Diploma or equivalent	A
EXPERIENCE		
E	Previous experience of providing high level PA / secretarial support, including HR / personnel support or diary management	A, I, R
E	Experience organising large events, including forward planning, budgeting, front of house.	A, I, R
E	A proven track record of successfully balancing conflicting priorities and deadlines	A, I, R
E	Previous experience of being the first point of contact for correspondence and drafting appropriate responses	A, I, R
D	Previous experience in a school / college environment supporting senior staff	A, I, R
SKILLS		
E	Office skills / secretarial duties	A/I
E	Excellent communication skills in English	A/I
E	Advanced knowledge of school database packages (SIMS, BROMCOM and Outlook)	A/I
E	Advanced and comprehensive knowledge of MS Office packages	A/I
D	Advanced data manipulation skills	A/I
DISPOSITION		
E	Enthusiastic in approach and adaptable to changes and developments within a fast paced workplace	A, I, R
E	Discretion and have the ability to maintain confidence	A, I, R
E	Approachable and empathetic	A, I, R
E	Remain calm under pressure	A, I, R
E	Desire for high standards of work and consistently high standard of personal presentation	A, I, R
E	Ability to build and maintain effective relationships	A, I, R
E	Willingness to work flexibly as required, attending evening events where necessary	A, I, R
E	Have a good sense of humour	A, I, R
E	Appreciates the significance of safeguarding and has a good understanding of the safeguarding agenda.	A, I, R



## JOB DESCRIPTION

JOB TITLE:	HIGHER LEVEL ADMINISTRATOR
RESPONSIBLE TO:	PA TO THE HEADTEACHER
BUDGET	NONE
OVERALL RESPONSIBILITY:	
To provide high level support to the Senior Team.	

**RESPONSIBILITIES:**

1. To provide high level administrative support for Senior Leaders, Year Leaders, SENCO and the Headteacher's PA.
2. To project manage initiatives on behalf of the Senior Team and Headteacher's PA and manage any associated budgets allocated to the event.
3. Introduction and implementation of high-quality administration and filing systems including diary management.
4. To assist in the effective and efficient running of the Academy office.
5. To act as first point of contact within the Academy for students, parents and others.
6. To prepare reports for the Senior Management Team.
7. To liaise with parents where necessary both over the phone and via email.
8. To assist with Main Reception where necessary.
9. To take minutes (typed) at school meetings.
10. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Keeping Children Safe in Education and Child Protection Procedures.

**DUTIES:**

1. Work with the Headteacher's PA to provide full and effective administrative support.
2. Support with Academy events e.g. Parents' Evenings, Year 6 Transition Evening. This will involve attending some events in the evenings.
3. Produce typed documentation to a very high standard using relevant IT resources (spreadsheets, word-processing and databases).
4. Be involved with Academy publications, e.g. Prospectus, Options booklet, Transition booklet, newsletters (not exclusive).
5. Co-ordinate the production of agenda papers for meetings, attend meetings and produce minutes as required.
6. Undertake general secretarial / receptionist duties – acting as first point of contact for the Academy, responding to enquiries and passing appropriate messages / information to staff.
7. Liaise with external agencies as required.
8. Work flexibly to meet agreed deadlines and targets.
9. Assist in the general maintenance of records and data.
10. To receive and forward all communication where necessary.
11. Use of software packages used within the Academy.
12. To operate the telephone system within the Academy.
13. Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding students' welfare.
14. To assist with hospitality arrangements for all functions within the Academy. Specifically providing/clearing refreshments for visitors, internal meetings, training sessions etc.
15. Administer trips, activity days and arrange bookings.
16. Administer suspension re-entry meetings and ensure parent communication is accurate and timely.
17. Any other administration tasks required to support the Senior Team or other departments within the Academy.



## JOB DESCRIPTION

### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. To undergo basic First Aid training and update courses.

### **Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Undergo appropriate training to support the delivery of 'specified work'.

### **Child Protection**

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and always ensure compliance with the Academy's Safeguarding Policy. If, while carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy s/he must report any concerns to his/her Line Manager or the Academy's DSL.

### **Other Tasks**

Any other tasks, duties or services that may be reasonably requested by the Headteacher's PA.