



'Everybody Matters at Chepping View'

Job Role

Academy Administrator

Start date

November 2026

For further information please visit our website: www.cvpa.org.uk or to discuss the role further please contact our Principal, Kirsty Elliott, or Vice Principal Sabia Rafique via email at office@cvpa.school





Welcome to Chepping View Primary Academy

Thank you for your interest in becoming the Academy Secretary at Chepping View. We are excited to welcome a committed, friendly and professional secretary who will enhance our academy community.

The pupils, staff and Trustees of Chepping View are all very proud of our two-form entry school which sits at the heart of its local community and is part of the Inspiring Futures Partnership Trust.

Chepping View is set in large grounds, with plenty of green spaces including a field and a meadow for outdoor learning. The academy provides children with a wide range of stimulating and innovative learning opportunities, such as using our DT room for cooking and playing sport on the Astroturf.

We aim to ensure our pupils develop enquiring minds and acquire the relevant skills, attitudes and knowledge to fully prepare them as they progress from Chepping View onto Secondary School and beyond. A wide range of extra-curricular activities are offered so that children can further develop other talents.

As a team, we aspire to be the best we can be and we are committed to providing excellent learning opportunities for all of our children. We believe that every child has the potential to achieve and it is our core purpose to do everything we can to maximise the opportunities for their success. Educating children is a great responsibility and privilege and at Chepping View we readily accept this, working in partnership with parents and carers.

Visitors often comment on the warm and friendly atmosphere at Chepping View and the positive attitude of the children, parents and staff. I have worked at the academy for a long time, care a great deal about our community of pupils, staff and parents and feel very lucky to lead such a wonderful school.

'Everybody Matters at Chepping View' underpins the academy's culture and behaviour and the successful candidate will share in this belief.

At Chepping View Primary Academy we

- Safeguard all members of the academy community, ensuring that the academy is a safe and secure learning and working environment
- Have a strong set of values which are modelled and followed by all
- Value, respect and embrace the diversity of our community and the world in which we live
- Are aspirational for all pupils, providing them with a broad, rich, engaging and challenging curriculum
- Meet the individual needs of the children and families that attend our academy
- Have high expectations of the whole community
- Promote British Values in everything that we do
- Work closely with all academies with the Inspiring Futures Partnership Trust
- Work within the wider community, including supporting other schools, to ensure their children have access to an excellent education.



Our dynamic and inspirational team believe that every child has the right to an outstanding education and should take responsibility for their learning and behaviours. We have strong values which underpin and run through our curriculum:

- **Reflectiveness:** an individual who takes responsibility for their actions and learning to shape their future choices.
- **Relationships:** an individual who is a respectful, inclusive and active member of our community and demonstrates that everybody matters at Chepping View.
- **Resilience:** an individual who is able to find a positive way forward when things get tricky.
- **Resourcefulness:** an individual who links their learning to new experiences to help them succeed.
- **Risk-taking:** an individual who challenges themselves, tries new things and knows that failure helps learning.

We can offer the successful candidate:

- A working environment which is vibrant, professional, kind, caring and inclusive
- A highly rewarding school environment with pupils who are committed to their education
- A team of highly dedicated individuals who put the children at the centre of everything they do
- A highly supportive multi-academy trust of like-minded schools who work collaboratively and supportively with each other
- A commitment to staff well-being
- An opportunity to join and actively contribute to the development of Inspiring Futures Partnership Trust

If you believe this is an academy that you would like be a part of, then we would love to hear from you. We strongly recommend a visit, and I look forward to showing you around. Please contact the academy office if you have any further questions or to arrange a tour of the academy at a mutually convenient time.

Kirsty Elliott
Principal



Academy Administrator -Job Description

Are you ready to be part of something exciting?

Are you looking for a new challenge?

If you answered 'yes', then we would love to hear from you.

Inspiring Futures Partnership Trust is seeking to appoint an enthusiastic and motivated individual to join our Chepping View Primary Academy team.

Chepping View Primary Academy is a partner academy within Inspiring Futures Partnership Trust. Chepping View's vision is guided by its motto: "Everybody Matters" and the Trust's ambition to inspire and nurture every child so they excel in all aspects of life.

Does this sound like you?

- The ability to multi-task in a fast paced, front-facing professional environment
- Excellent time management and administration skills
- A calm, approachable professional manner
- Flexible, adaptable and able to work on your own initiative
- Enthusiastic and strong team member
- Foster positive relationships with pupils, staff and parents/carers, and communicate effectively
- You embrace core moral values such as integrity, resilience, respect, positive relationships, and reflectiveness
- You have a good sense of humour and a positive outlook

In turn we offer you:

- A working environment which is vibrant, professional, kind, caring and inclusive
- A highly rewarding school environment with pupils who are committed to their education
- A team of highly dedicated individuals who put the children at the centre of everything they do
- A highly supportive multi-academy trust of like-minded schools who work collaboratively and supportively with each other
- An opportunity to grow and develop as a professional through high quality bespoke professional development and support the professional growth of other staff through coaching and mentoring
- A commitment to staff well-being
- An opportunity to join and actively contribute to the development of Inspiring Futures Partnership Trust

Chepping View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.

Job Description

Job title:	Academy Administrator
Salary:	Bucks Pay Range 2-3 (dependent on experience). Salary is pro rata to hours and weeks worked. Actual estimated gross salary £23,365-£25,648 pro rata per annum
Hours:	37.5 hours per week (Mon-Fri 9:00am-4:30pm including a 30-minute break)
Weeks	40 weeks per annum this includes INSET days as set by the Trust.
Closing date:	Friday 2 nd October 2026
Provisional Start date:	November 2026 subject to satisfactory completion of all pre-employment checks
Benefits:	Trustee Day (one well-being paid day off per year), Wrap Around Child Care available to staff.
Interviews:	Week commencing 5 th October 2026 Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

Job Description

This Job Description is indicative of the role for the current status of the Trust, the role may vary as the Trust develops and grows.

Job Purpose

To provide high-quality administrative support to the Principal to support in the efficient and effective operational functioning of the academy.

Main Duties:

Reception and Visitor Management

Key Responsibilities

- Support the Academy Secretary in providing front-of-house cover, creating a warm, welcoming and inclusive environment for all visitors.
- Ensure all visitors comply with safeguarding procedures, sign in and out using the electronic sign-in system, receive relevant health and safety information, follow Academy visitor procedures at all times.
- Provide cover for incoming telephone calls, ensuring enquiries are dealt with professionally and promptly.
- Ensure reception is appropriately staffed during the Academy day, arranging cover during breaks, training and planned absence where required.
- Manage and monitor afternoon communications, including Manage and monitor the Academy office email inbox, Arbor inbox, and answerphone messages.
- Maintain Academy staff and communication contact lists.
- Maintain a clean, tidy and welcoming reception area, ensuring displays are up to date, signage is current, and promotional and communication materials are replenished.
- Maintain accurate and up-to-date fire registers.



- Administer and maintain the InVentry electronic sign-in system, including staff accounts, visitor passes, Pre-DBS visitor records, visitor monitoring and reporting.

Attendance and Pupil Welfare

Key Responsibilities

- Support attendance administration when required, including processing attendance notifications received by telephone, email, Arbor or in person.
- Maintain knowledge of attendance procedures and provide cover for morning registration (by 9:30am) and afternoon registration (by 1:30pm).
- Follow safeguarding procedures for unexplained absences and contact parents/carers when necessary.
- Produce attendance reports for the Senior Leadership Team.
- Monitor and report on persistent lateness, contacting parents/carers as required.
- Work alongside attendance leaders, learning support mentors and teaching staff to improve attendance across the Academy.

Supporting Pupils with Medical Needs

Key Responsibilities

- Maintain and update healthcare plans, medical records, allergy information and other pupil medical information.
- Administer medicines and basic first aid where trained and authorised to do so.
- Maintain medicine sign-in and sign-out procedures with parents/carers.
- Produce and update medical information posters for pupils with significant medical conditions and allergies.
- Manage first aid supplies and equipment, including provision for educational visits, swimming, other off-site activities.
- Attend and maintain relevant first aid training.

Academy Meals and Catering

Key Responsibilities

- Provide administrative support for Academy lunch arrangements.
- Assist with the organisation of emergency lunches when required.

Administrative Support

Key Responsibilities

- Provide confidential administrative support to the Principal and Vice Principal
- Prepare, coordinate and distribute communications to parents/carers, including Academy newsletters.
- Manage Arbor and associated systems for educational visits, swimming activities, parent payments.
- Coordinate parent consultation evenings, including appointment scheduling, communication with families and any associated administration.
- Prepare and submit statutory returns, including the annual school census.
- Support Trust HR processes, including DBS applications, safer recruitment checks, volunteer and visitor checks, new starter documentation.
- Maintain the Academy website and complete annual statutory compliance reviews.
- Support ICT administration and liaise with technical support providers.
- Assist with maintaining the Academy asset register alongside the Site Officer.
- Take minutes at weekly Academy briefing meetings and distribute to staff.



- Create Microsoft Forms and collate responses from surveys, event registrations and consultations.

Lettings, Finance and Contracts

Key Responsibilities

- Lead on Academy lettings, including maintaining booking schedules, managing contracts and insurance documentation, liaising with the Trust Central Team, Principal and Site Officer.
- Support purchasing processes, including goods receipting, purchase card administration, coordination of orders.
- Support Senior Leaders with ordering requirements for the next academic year.
- Arrange bookings for educational visits, transport, premises-related services, external suppliers.
- Manage licences and subscriptions across the Academy.
- Monitor contract renewal dates and obtain quotations as required.
- Support the maintenance of financial and Trust policies.

Wraparound Care Administration

Key Responsibilities

- Support the Wraparound Care Manager with annual system setup, including annual session creation, payment information, pupil allocations, academic year rollover
- Process childcare voucher account credits.
- Support management of outstanding balances, late payment fees, Year 6 account closures.

Pupil Data and Admissions

Key Responsibilities

- Maintain the Academy's Management Information System (Arbor), ensuring pupil records remain accurate and up to date.
- Add new pupil information and admission documentation to Arbor.
- Manage annual class and teacher structures, ensuring appropriate staff access permissions.
- Coordinate admissions processes, including Reception admissions, in-year admissions rankings, new starter administration.
- Oversee pupil admissions from application through to enrolment.
- Induct new pupils and families, ensuring all documentation, permissions and system information is completed.
- Ensure updated pupil information is communicated to staff, including medical needs, dietary requirements, consent information.
- Manage Common Transfer Files (CTFs) and ensure timely transfer of records for leavers and new starters.
- Process and administer Free School Meals applications, Pupil Premium eligibility, related local authority reporting.
- Manage annual Academy consents and agreements for pupils, parents/carers, staff and visitors.
- Upload and maintain pupil data across curriculum and assessment platforms, including Reception Baseline Assessment, Insight, Phonics, and end of Key Stage Two assessments.
- Complete statutory reporting requirements, including the census and other required returns.

Trust and Academy Systems

- To professionally embody the Trust's values in all aspects of your work and positively contribute to its culture. Part of Inspiring Futures Partnership Trust
- To undertake other work of an appropriate nature and in the interests of the Academy as directed by the Principal, Vice Principal, Senior Leader, Trust Business Manager and Trust CEO.



- To liaise closely with other members of the team to provide a high-level of customer service at all times.
- To participate in the Trust appraisal system.
- To be aware of and comply with Trust and Academy policies and procedures on child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the Principal or designated person.
- To professionally engage with other IFPT Academy and Trust Administrators for sharing of best practice and support.
- To travel to other Trust sites if needed.

General Expectations

- Maintain confidentiality at all times.
- Demonstrate professionalism and a positive customer service approach.
- Adhere to Academy safeguarding, health and safety, GDPR and Trust policies.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Principal.

This document does not form part of the contract of employment.

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

The Trust has at its discretion, the right to ask you to work in a different academies across the Trust, if the need arises.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

Person Specification

Method of Assessment (MOA)

AF-Application Form	AC- Academic Certificate	I-Interview Panel	T-Task	O-Observation
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	Essential	Desirable	MOA
Qualifications	Education to GCSE standard, or equivalent (i.e. minimum grade C/5 in English and Maths)	- Any further qualifications - Relevant administrative qualification or willingness to undertake professional development. - First Aid qualification or willingness to undertake training. - Safeguarding training - GDPR/Data Protection training.	AF/AC/I
Experience	- Experience of working in a busy administrative or customer-facing role. - Experience dealing professionally with a wide range of customers, visitors and stakeholders. - Experience managing multiple priorities and meeting deadlines. - Experience handling confidential and sensitive information appropriately. - Experience maintaining accurate records and databases. - Experience using Microsoft Office, including Word, Excel, Outlook and Teams. - Administrative experience, including minute-taking, bookings and lettings. - Understanding of Data Protection and GDPR.	- Experience of working within an educational setting - Experience managing pupil data and using MIS systems such as Arbor or SIMS. - Experience supporting finance, team and HR administration, including DBS and Safer Recruitment	AF/I/T
Skills & abilities	- Excellent communication, organisation and time-management skills. - Ability to prioritise, work under pressure and meet deadlines. - High level of accuracy and attention to detail. - Competent in Microsoft Office, including Word, Excel, Outlook and Forms. - Ability to maintain records, analyse data and produce clear reports. - Professional telephone, reception skills, whilst providing a high standard of customer service. - Ability to learn new systems and technologies quickly. - Ability to always handle confidential information with discretion at all times. - Ability to manage data, field enquiries	- Experience using visitor management systems such as InVentry. - Experience managing websites, social media and digital communications.	AF/I/T

	& liaise with internal and external agencies. • Ability to work independently and as part of a team.		
Personal qualities	• Professional, friendly, positive, polite, welcoming, and approachable manner • Reliable, flexible and adaptable. • Calm and resilient when managing competing demands. • High standards of integrity, confidentiality and professionalism. • Ability to build positive relationships with pupils, parents, staff, governors and external partners. • Commitment to equality, diversity and inclusion. • Energetic and enthusiastic attitude to work. • Willingness to participate fully in training, appraisal and continuous professional development. • Commitment to the values and ethos of the Trust and Academy.	• Own life experiences in order to enhance the cultural capital of our children • Experience gained working within a school environment	• AF/I
Safeguarding	• Demonstrates a commitment to safeguarding and promoting the welfare of children and young people. • Understands the importance of safeguarding, confidentiality and information sharing. • Ability to follow safeguarding procedures, attendance protocols and visitor management requirements. • Willingness to undertake all safeguarding training required by the Trust and Academy.	• Additional training in safeguarding, child protection or pupil welfare.	• AF/I

Recruitment Process:

Application Process:

Applications are to be made via the Trust's online recruitment portal My New Term and include a personal statement that should outline your suitability for the post by referring to the job description and person specification.

In compliance with KCSiE Safer Recruitment Guidelines, CV's cannot be accepted and you will need to complete an online My New Term application form to be considered for this position.

Shortlisting:

Candidates will be notified if they have been successful for interview.
Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

Interview Process:

As part of the interview process, you will be required to complete a role-related task followed by a panel interview.

Identifications:

As part of our safeguarding and safer recruitment procedures, candidates invited to interview will be required to provide three original identification documents to enable us to complete the necessary Enhanced DBS identity and Right to Work checks, including providing documents from the relevant Group 1, Group 2a and/or Group 2b categories.

One document from Group 1 from this list:

UK Passport	
UK Birth Certificate	Issued within 12 months of birth Must be accompanied with P60 or P45
Adoption Certificate or name change certificate.	Originals only
Non-UK Passport/BRP Card/E-Visa	Must be accompanied with a Share Code

Two further documents from the DBS Group 2a or Group 2b:

Current Driving Licence	Full or Provisional
Council Tax	Issued within 12 months
Utility bill (excluding mobile phone bills)	Issued within the last 3 months, only provide one utility bill
Bank or Credit Card statement	Issued within 3 months. Posted paper statement preferred, if unavailable, a bank-printed statement endorsed with the bank's stamp is required.
Mortgage statement	Issued within 12 months
P45 or P60	Must be original and cannot be an online document or PDF printed from an online account
Benefit Statement	Issued within 12 months
Pension Financial Statement	Issued within 12 months



HMRC self-assessment letters or tax letter	Issued within 12 months
Evidence of name change	Marriage or adoption certificate

It is vital we receive the correct identification as listed as incomplete or unsuitable documentation may delay the completion of your pre-employment checks, should you be successful appointed. Any offer of employment will be subject to satisfactory completion of all required **pre-employment and safeguarding checks**, including the appropriate DBS and Right to Work checks.

Qualifications:

Please provide original academic qualifications as cited on your application form, we cannot accept transcripts nor photocopies of qualifications.

Visits:

Visits to the Academy are warmly welcomed but need to be arranged in advance. Please email office@CVPA.school or call 01494 535564 to arrange a visit.

Further Information:

For more information about our Academy please visit our website www.cheppingviewprimaryacademy.org.uk or to discuss the role further please contact our Principal, Mrs K. Elliott via email: office@cvpa.school or telephone: 01494 535 564

Chepping View Primary Academy and the Inspiring Futures Partnership Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting and an enhanced DBS check will be sought from the successful candidate.