

Administration Assistant Application Pack

The Dukeries Academy

New Ollerton, Newark, Nottinghamshire



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01.Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



Develop more courageous engagement in bolder visions of education that will help young people become change makers in their own and other people's lives.'

Andy Hargreaves

Our Purpose

To be a beacon of inclusive educational excellence which fosters ambition, facilitates great learning and enables outstanding progress for every student irrespective of their starting point.

To be the trusted Academy of choice at the heart of our community.

To be recognised as an exceptional place to work which attracts, retains and develops the very best staff and leaders.

To develop ambitious knowledge, character and cultural capital to empower our students to be bold and courageous change-makers who are equipped to thrive in, and make a positive contribution to, a rapidly changing world.

Our Values



We have the courage to act with moral and ethical intent. We aspire to be honest and to treat ourselves and others with respect and kindness.



We are passionate about working hard and are optimistic and persistent as we overcome barriers to achieving our aspirations.



We are resolute in our desire to be the very best in everything that we do.

To find out more, please visit www.dukeries.attrust.org.uk/



04. Job Description

Job Description

Administration Assistant

Purpose of the Role:

Reporting to the Officer Manager, the purpose of this role is to provide core administrative support for a variety of stakeholder services. This can include: being the first point of contact for all visitors and callers to the school, parent correspondence, updating and maintenance of records, distribution of correspondence in a variety of forms, liaising with all stakeholders, implementation of visitor policy and procedures, administration of admissions, organising and facilitation of meetings and data input to ensure the accurate and efficient coordination of information, which needs to meet the DFE legal requirements whilst providing an excellent service to parents, students and visitors.

Key Responsibilities and Duties:

- Produce regular correspondence in line with templates eg. truancy or exclusion letters, and provide general administrative support to all staff to enable them to concentrate on their professional duties within the academy.
- Document support plans, medical records and other correspondence for students and produce forms for funding reporting and requests.
- Coordinate between external agencies and students to ensure availability of pupils.
- Provide administrative support as required and, if applicable, collate information in a variety of formats.
- Maintain student databases which includes passports, specialist timetables, SEN list, and process requests from medical professionals, contact sheets, holiday forms and events, ensuring accuracy of data.
- Assist in the collation of data for Census purposes as well as the monitoring of pupil premium, free school meals and attendance data.
- Assist in the organisation of Parent events, from initial arrangements (venues, invitations, refreshments) and helping with the setting up of the room.
- Processing incoming and outgoing mail and prepare ongoing reports and data for financial monitoring and reporting.

- Provide reception cover as required and liaise with staff, students, parents and Academy visitors face to face as well as telephone/e-mail.
- To undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- To be responsible for own health and safety and that of pupils and staff, in accordance with the Academy Health and Safety policies to ensure wellbeing of all people on site. This includes administering first-aid on a rota basis.

Job Context

- Works to rigid procedures within office.
- In addition to daily contact with students, interacts with all levels of staff as well as regular contact with external organisations and visitors.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.



05. Person Specification

Person Specification

Administration Assistant

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none">GCSE grade 4/C+ in a range of subjects including English and maths.Strong literacy and numeracy skills	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none">Competent use of Microsoft Office as well as the ability to work with bespoke systems.Experience of working as part of a team and liaising with colleagues.	<ul style="list-style-type: none">Experience of a secondary school environment.Experience of working with young people who have barriers to learning.Experience of working with BROMCOM	<ul style="list-style-type: none">Application FormInterviewReferences
Knowledge that supports the role	<ul style="list-style-type: none">Ability to communicate effectively with internal and external customers and provide a professional imageAbility to work to tight deadlinesAble to work in an independent wayAble to show flexibility and resilience in working practice.Good personal organisation and administration.Able to demonstrate unconditional positive regard.Ability to multi task and carry out a variety of work activities.	<ul style="list-style-type: none">Willingness to continually develop knowledge and learn new skills to respond to the varied needs of the Academy.	<ul style="list-style-type: none">Application FormInterviewReferences
Values	<ul style="list-style-type: none">Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunitiesCommitment to the safeguarding and welfare of all pupils.Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines.	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">InterviewReferences

	Essential	Desirable	How will this be demonstrated
Other	<ul style="list-style-type: none"> • Competent and confident in the use of ICT. • Commitment to improving the lives and learning opportunities of young people. 	<ul style="list-style-type: none"> • Flexible working • Current full driving licence 	<ul style="list-style-type: none"> • Application Form • Interview • References



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



WINNER 2025



Staff development award

Presented by





08. How to Apply

Administration Assistant

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Permanent

15 Hours per week

39 Weeks per year (Term Time Only)

Salary:

NJC Pt 2 – 4

Actual Salary: £8,512 to £8,781

FTE Salary: £24,412 to £25,184



Closing Date

Wednesday, 18 February 2026, 09:00am



Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



Academy Transformation Trust

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