



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Administrative Assistant

Djanogly City Academy, Nottingham

Permanent

37 hours per week, 39 weeks per year

Pay Scale 4 £23,094 - £24,596 Pro rata (£26,736 - £28,475 FTE)

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

The Administrative Assistant role at Djanogly City Academy is a varied and important position that supports the effective day-to-day running of the academy. The post holder provides high-quality administrative support to the Business Manager and People and Culture (HR) team, including maintaining staff records, supporting recruitment processes, monitoring absence and leave, producing reports and correspondence, and managing confidential information. The role also includes reception duties, acting as the first point of contact for parents, pupils, staff, visitors, and external agencies, ensuring a professional and welcoming service at all times. Success in this role requires excellent organisational, communication, and customer service skills, along with the ability to work accurately, maintain confidentiality, and contribute to safeguarding and the smooth operation of the school.

Who We're Looking For

We are looking for a highly organised, professional, and approachable individual who is passionate about providing excellent administrative and customer service support within a school environment. The successful candidate will have experience in administration and reception work, strong communication and ICT skills, and the ability to manage multiple tasks accurately and efficiently. They will be confident working with confidential information, supporting HR processes, and acting as a welcoming first point of contact for pupils, parents, staff, and visitors. We are seeking someone who is self-motivated, reliable, attentive to detail, and able to remain calm under pressure, while demonstrating a commitment to safeguarding, inclusion, and the Trust's core values of Excellence, Resilience, and Innovation.

About Djanogly City Academy

Djanogly City Academy is a vibrant and inclusive learning community dedicated to inspiring and empowering every scholar it serves. Situated at the heart of Nottingham, the academy welcomes learners from diverse backgrounds, celebrating individuality while fostering a shared passion for curiosity, creativity, and achievement. At Djanogly City Academy, every pupil is valued and supported to grow academically and personally.

The academy's ethos is built on high expectations, mutual respect, and a commitment to excellence. Scholars are encouraged to be confident, resilient and compassionate citizens, equipped with the knowledge and skills to thrive in an ever-changing world. Through engaging teaching, enriching

experiences and strong partnerships with families and the wider community, Djanogly City Academy nurtures a culture where scholars are motivated to reach their full potential and make a positive contribution to society.

Our latest Ofsted inspection report recognises our many strengths and the strong progress being made across the school. Djanogly City Academy was judged Good across all areas, with its Sixth Form rated Outstanding. Some key highlights include:

- Djanogly City Academy is a welcoming and inclusive school that celebrates the diversity of its local community.
- There is a strong, caring ethos. Scholars feel safe and well supported, and the vast majority are happy in school.
- The school has high expectations for all scholars, encouraging them to achieve their best academically and personally.
- Scholars with special educational needs and/or disabilities (SEND) and those who speak English as an additional language are well supported to access and succeed in the curriculum.
- The curriculum is well planned and increasingly ambitious, ensuring scholars build knowledge and skills effectively over time.
- Scholars are polite, respectful and considerate towards each other and towards adults.
- Strong, trusting relationships between staff and scholars support learning and personal development.
- Scholars benefit from high-quality pastoral care and know that staff are approachable and available if they have concerns.
- Leaders are mindful of staff well-being and workload, creating a supportive working environment. Staff are proud to work at Djanogly City Academy and feel valued as part of the school community.

Why Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call Ciprian Paschevici on: 0115 942 1300.

Further details about our school can be found on our website: [Djanogly City Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 9th August 2026

Interview date: Thursday 20th August 2026

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	Administrative Assistant
Reporting to:	Office Manager/Headteacher
Grade:	Pay Scale 4
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Provide high-quality administrative support to the Business Manager and People and Culture team, ensuring the efficient operation of key business and HR processes. The postholder will also contribute to the smooth running of reception services, providing a professional and welcoming experience for pupils, staff, parents, visitors and external stakeholders.

Key Duties and Responsibilities

To work sensitively with stake holders by demonstrating an awareness of the Academy's Equality and Diversity policy and to and promote a culture of inclusion through appropriate working practices.

To be approachable, professional and courteous at all times with associated stake holders and to follow the code of conduct requirements within the Academy code of conduct policy.

To undertake relevant training opportunities that will enhance the role and your own development.

To respect and develop a working environment that promotes the safety and welfare of all stake holders.

Main Duties

Administrative and HR Support

- Provide effective administrative support to the Business Manager and People and Culture team, ensuring work is completed accurately, efficiently and within agreed timescales.
- Maintain electronic and manual filing systems, ensuring personnel records and confidential information are accurate, secure and up to date.
- Support key People and Culture processes including recruitment administration, absence monitoring, personnel record management, meeting arrangements and associated correspondence.
- Maintain and update relevant databases and management information systems, producing routine reports, letters and documentation as required.
- Record and monitor staff leave and absence information, ensuring data is accurately maintained and communicated where appropriate.
- Contribute to the continuous improvement of administrative systems and processes to support service efficiency and effectiveness.

Other Duties and Responsibilities

Reception and Stakeholder Services

- Provide reception cover as required, acting as a professional first point of contact for visitors, parents, staff, pupils and external agencies.
- Ensure all visitor management procedures are followed in line with safeguarding, security and health and safety requirements.
- Monitor access to the academy site, ensuring visitors, contractors and agency staff are appropriately authorised and recorded.

- Support the administration of safeguarding checks and visitor documentation, maintaining accurate records and escalating concerns where necessary.
- Respond to enquiries confidently and courteously, directing stakeholders to the appropriate colleague or service as required.

Systems and Information Management

- Operate a variety of ICT systems and software packages including Arbor, Microsoft Office applications and other academy management systems.
- Ensure all information is processed accurately and confidentially in accordance with Trust policies and data protection requirements.
- Produce routine reports, correspondence and other documentation to support academy operations.

General Responsibilities

- Promote and uphold the Trust's values of Excellence, Resilience and Innovation in all aspects of the role.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Maintain confidentiality and comply with data protection legislation and Trust policies.
- Participate in relevant training, professional development and performance review processes.
- Undertake any other duties commensurate with the level and responsibilities of the post as reasonably required by the Business Manager or academy leadership team.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Level 2 qualification in customer service or administration (or equivalent).	✓		Application form, certificates
Level 2 qualification in literacy and numeracy.	✓		Application form, certificates
Experience			
Previous experience in a reception-based role with administrative duties.	✓		Application form, interview, references
Experience and competence in the use of ICT and office equipment.	✓		Application form, interview, references
Skills			
Excellent customer services skills.	✓		Application form, interview, references
Excellent oral, written and interpersonal skills	✓		Application form, interview, references
Ability to work under pressure and deal with customers in a professional and courteous manner.	✓		Application form, interview, references
Ability to prioritise workloads with organised and efficient administrative skills.	✓		Application form, interview, references
Personal Attributes and Attitude			
Self-motivated with ability to work with minimal supervision.	✓		Application form, interview, references
Welcoming with a professional appearance and manner.	✓		Application form, interview, references
Approachable, diplomatic with the ability to deal with customers sensitively.	✓		Application form, interview, references
Willing to cover absence within the team, including at other sites as needed.	✓		Application form, interview, references
Personal Qualities			
Belief in the values and behaviours of Tapestry Learning Partnership	✓		Application form, interview, references
Evidence of continuing professional development	✓		Application form, interview, references
Commitment to equal opportunities and diversity in the performance of duties	✓		Application form, interview, references