

The Littlehampton Academy

Applicant Information Pack



Administration Assistant

Contents

Message from the Principal	2
Introduction to Woodard Academies Trust (WAT)	3
The Littlehampton Academy (TLA)	4
What makes TLA a great place to work?	4
Benefits	4
Ofsted Report	5
About the Role	6
About You	6
Job Description	7
Person Specification	9
Safer Recruitment Declaration	11
Other Pre-employment Checks	11
Equality and Diversity	11
How to apply	12

From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community as we continue to make progress following our Ofsted visit and grading for the academy in February 2026. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

The Littlehampton Academy has a long-standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us. Our mission is encapsulated in the Woodard Academy Trust motto: '**opening minds, raising expectations, transforming lives**'.

Staff at The Littlehampton Academy, in all roles, in all teams and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

Teaching and learning is at the heart of everything we do at The Littlehampton Academy. We believe that learning takes place both inside and outside the classroom and we will always go "the extra mile" to allow our students to be successful.

As a member of the TLA team, you will have constant opportunities to develop and grow professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via personnel@tla.woodard.co.uk

Introduction to the Woodard Academies Trust

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust - staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

The Littlehampton Academy

The Littlehampton Academy is a large academy designated in 2022 by Ofsted as "Good" in all categories and with a strong sense of ambition, inclusivity and support alongside an ethos of being determined to constantly improve and evolve as a school . We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

Why is The Littlehampton Academy a great place to work?

- An improving school with high expectations and high standards and a strong ethos of inclusivity and support
- Staff who are completely committed to the academy and its students, who work in strong teams, provide support and advice to colleagues, and create a workplace with very positive staff morale and can- do attitudes
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students
- Strong leadership: a recent Challenge Partners review reported that senior leaders "have set a culture of aspiration, no excuses, and a can-do attitude that sees challenges as opportunities, with the achievement and well-being of students at the heart of all they do."
- A school with a strong sense of community, very committed governance and support from the trust
- A clear, simple, constantly improving behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential and earn rewards across all areas of the curriculum
- A strong emphasis on literacy across the curriculum with clear strategies for reading and oracy
- An excellent on-going CPD programme which is highly rated by staff, and regular career development opportunities including internal roles and progression
- Eight INSET days per year, dedicated to developing teaching and learning and other aspects of professional development
- A dedicated HR team with staff well-being at the heart of all processes
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students and have a life- long impact on the lives of our community

Benefits

- Competitive support staff pay scales
- A contributory pension scheme - Local government pension scheme
- Occupational Sick Pay in line with local authorities
- Eight INSET days per year, dedicated to developing teaching and learning and other aspects of professional development
- Wellbeing support through comprehensive HR provision, the academy well-being team and free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

What is it like to attend this school?

Pupils study a broad and rich curriculum with a wide range of subjects. The curriculum matches the school's intentions and is taught by knowledgeable teachers. The accredited careers programme supports pupils' high aspirations. Sixth-form students receive valuable support and guidance on apprenticeships, employment and university.

Relationships between pupils and teachers are strong and based on mutual respect. The school aims to provide a caring and diverse educational environment where all pupils are known and nurtured. The school's chapel provides a haven for staff and pupils where everyone is welcome, everyone is included and everyone is respected. Pupils speak highly of the support for their welfare and well-being.

The values of 'Respect, Explore, Aspire and Persevere' are emphasised across the school. Pupils agree with these values, but say that some pupils are unkind and make offhand comments that are not nice. These are not always picked up by teachers. Pupils appreciate the presence of staff around the school. They speak positively about improvements in behaviour over time.

The full Ofsted report can be found on the Academy website: [here](#)

About the Role

We are looking to appoint an Administration Assistant to our team to support students and staff throughout the academic year. This is a termtime only position of 40 working weeks in each academic year.

The successful candidate will be working with colleagues who are passionate about the contribution they make to the school and its students in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD opportunities for all our staff.

Closing Date: midday 24th July 2026 *We reserve the right to close the vacancy before the closing date so please apply early.*

About You

We are seeking an enthusiastic, self-motivated, dedicated and reflective colleague who is looking for a challenge and who will have both the resilience and the commitment to their own development which will allow them to thrive in this key role.

The successful candidate will

- Believe passionately that all children can achieve, no matter their starting point, background or needs
- Have the highest expectations and standards
- Be able to enthuse students with a passion for their subject and inspire them to give of their best
- Be flexible and resilient, with an unrelenting "can do" attitude
- Plan strategically using analytical thinking
- Be able to inspire colleagues and build teams
- Be able to support and challenge both staff and students whilst maintaining good relationships
- Be committed to personal and professional development

The Littlehampton Academy

Job Description - Support Staff



Administrative Assistant

Work Pattern	Monday – Friday 8am - 4pm (37 hours per week), 40 weeks per year. The hours above represent the core working hours but the academy is operational from 7am - 5pm and as such a rota will be in place to provide the necessary cover.
Reporting to	Administrative Manager
Direct Reports	NA
Grade	NJC Grade D: £25,989 - £27,254 FTE (£24,314 - £25,327 pro-rata)

Role Overview

The execution, accuracy, and front-line service for all parent, visitor and student interactions. The Administrative Assistant will handle the "Immediate Reality"— answering the phones, greeting visitors, processing daily attendance, and maintaining the office environment. They provide the "Human Face" of the Academy. They are the eyes and ears on the ground, often identifying administrative bottlenecks before they become major issues.

Role Purpose

To provide high-quality administrative, secretarial, and clerical support to the Academy. As the first point of contact for the Academy, the Administrative Assistant plays a pivotal role in ensuring that parents, students, and visitors receive a welcoming and efficient service during every interaction.

Key Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.**

Front of House Operations

- **Reception:** Manage the main reception area, ensuring a professional, friendly and welcoming atmosphere.
- **Inquiries:** Handle telephone and email enquiries with diplomacy, knowledge and compassion, delivering a first touch resolution where possible. Where required, direct communications to the appropriate department(s).

- **Attendance Coordination:** Support the registration process, monitoring student attendance and contacting parents regarding unexplained absences in line with government guidelines. Supporting parents, students and staff to improve student attendance.

Administrative Workflow

- **Documentation:** Prepare communications such as emails, letters, reports and school newsletters using standard software packages. Lead the way in developing processes for Academy events that allow us to perfect their seamless running.
- **Departmental Support:** Supporting Year Teams, Sixth Form, SEND, Attendance and SLT with their administrative requirements.
- **Data Maintenance:** Assist the Administrative Manager in updating student records, emergency contact information, dietary requirements, first aid and medical information, admissions and enrolling students.
- **Resource Management:** Manage the distribution of office supplies and oversee the daily maintenance of printing/copying equipment to support teachers in preparing learning materials.

Student and Staff Support

- **Logistics Management:** Assist with the coordination of student/parent appointments, lost property and the distribution of school notices.
- **Meeting Support:** Provide administrative support for internal meetings, including room set up, hospitality coordination and set up and minute-taking when requested.
- **Trips Support:** Support trip leaders through proof reading and formatting trip letters and creating permission forms and liaise with EVC on approval status for proposed trips.
- **Exam Support:** During busy exam periods act as an invigilator, supporting students through their exams (where required).
- **Printing:** As part of a rota, manage the print room and complete printing requests.
- **First Aid:** Support and cover for First Aid as and when required (training provided).

<h2 style="margin: 0;">The Littlehampton Academy</h2> <h3 style="margin: 0;">Person Specification</h3>	
<h3 style="margin: 0;">Administrative Assistant</h3>	

A = Application R = Reference I = Interview or assessment E = Essential D = Desirable

A	Qualifications	E or D	Assessed via
1	English and Maths GCSE or equivalent Grade C/4 or above	E	A

B	Experience and knowledge	E or D	Assessed via
1	Practical experience of using Microsoft Office	E	A
2	Experience of working in a busy office environment	E	A/I/R

3	Experience of working with a data management system	E	A
4	Experience and knowledge of school data and information systems in a school environment	D	A/I/R
C	Skills and abilities	E or D	Assessed via
1	Strong administrative skills with high attention to detail	E	A./I/R
2	Ability to maintain data and other records accurately	E	A/I/R
3	Strong organisational skills with the ability to multi-task and prioritise effectively	E	A/I/R
4	Excellent communication skills; both verbal and written	E	A/I/R
5	Ability to build positive relationships with young people, parents and staff	E	A/I/R
6	Strong problem solving skills	E	A/I/R
7	Ability to work flexibly to support others and respond to unplanned situations	E	A/I/R
8	Ability to follow direction from a number of different staff and prioritise where necessary	E	A/I/R
D	Motivation	E or D	Assessed via
1	Confident with a positive attitude, flexible and resilient	E	A/I
2	Excellent accuracy and attention to detail	E	A/I
3	Positive 'can do' attitude with ability to develop new skills quickly	E	A/I
5	Ability to work as part of a team	E	A/I
E	Personal qualities	E or D	Assessed via
1	Must be friendly and approachable	E	I/R
2	Willing to support the Christian ethos of the Trust	E	I

Safer Recruitment Declaration

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

Other Pre-employment Checks

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

Equality, Diversity and Inclusion

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.mynewterm.com>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

We do not accept agency applicants.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

Deadline for receipt of applications	Friday 24th July 2026 (midday)
Interview Dates	TBC

For queries or to arrange a visit to the Academy, please contact the HR department on:

Tel. **01903 711120**

Email **personnel@tla.woodard.co.uk**