



*'Everybody Matters at Chepping View'*

## **Job Role**

Academy Secretary

## **Start date**

13<sup>th</sup> April 2026

For further information please visit our website: [www.cvpa.org.uk](http://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](mailto: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 Secretary -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 Secretary
Salary:	Bucks Pay Range 2 - 40 weeks per annum
Hours:	37 hours per week (Mon-Thurs 8:30am-4:30pm and Friday 8:30am-4:00pm) 30-minute lunch break
Closing date:	Friday 6 <sup>th</sup> March - Midday
Start date:	13 <sup>th</sup> April 2026 (early if possible)
Benefits:	Trustee Day (one well-being paid day off per year), Wrap Around Child Care available to staff.
Interviews:	Week commencing 9 <sup>th</sup> March 2026 <b>Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.</b>

### 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 be the first point of contact in the Academy office for all visitors, staff, pupils, parents and carers and supporting the smooth running of the Academy's busy office.**

### Main Duties:

#### Reception Duties

- Be the first point of contact for all visitors to the Academy including parents, Trustees and Academy Committee Representatives and external visitors, providing a warm and welcoming environment for all.
- Ensure all visitors to the Academy are subject to relevant safeguarding checks, have signed in/out via the electronic signing in system and are aware of key site health and safety information and visitor conduct.
- Ensure all contractors to the Academy are subject to relevant safeguarding checks, have signed in/out via the electronic signing in system, have all the relevant H&S paperwork. Support the site officer with contractors when he is not available.
- Follow safeguarding and visitor procedures at all times.
- Manage all incoming calls for the Academy, ensuring they are answered in a timely manner and dealt with professionally.
- Support with relevant email accounts, including the Academy email and Arbor inbox, ensuring emails are responded to in a timely manner and distributed accordingly.
- Manage the answerphone messages throughout the day, including attendance messages and where required pass these onto the appropriate member of staff.
- Provide general reception duties for the Academy, responding to enquiries and referring them to the right members of staff. This includes via phone, email and in person.
- Overseeing lost property and spare uniforms as required.
- Communicate Academy term dates, key dates and other Academy events with extended service providers, external clubs and all other required contacts.



- Dispatch wraparound register to teachers
- Acceptance of deliveries, including milk, fruit and so on, in liaison with Site Officer. Log Goods received on IRIS and ensure damages/discrepancies are actioned.
- Ordering and registering of school milk, via Cool Milk.
- Overseeing orders, in particular those relating to stationery usage and consumables.
- Maintenance of the Academy staff list and communications list, editing and sharing amongst the staff and other relevant contacts.
- Ensure the front desk is covered at all times during the Academy day and beyond, when required. Arranging cover during breaks and planned absence (e.g. training).
- Take responsibility for ensuring the reception areas are clean and tidy, marketing and communications materials are kept updated and replenished as necessary.
- Manage Fire Registers and ensure they are frequently up to date.
- Be responsible for booking and scheduling events such as immunisations, photographs and other events as appropriate.

## **Attendance**

- Management of attendance messages at all times either via phone, email or in person, ensuring these are actioned within registers and where required, passed to the appropriate member of staff.
- Completion of the morning and afternoon registers; morning by 9:30am and afternoon by 1:30pm. Following safeguarding procedures and contacting parents/carers for unexplained absences.
- Register administration for fire evacuations including taking registers and fire grab-bag to muster point.
- Ensuring all excursions are captured within the electronic signing in system, including but not limited to swimming, trips, local walks.

## **Academy Lunches**

- Support the academy administrator and class teachers with lunch lists
- Support the catering company through the promotion of hot lunches and focus on key theme day lunches for annual census reporting
- Support with organisational emergency lunches
- Ensure dietary requirements are communicated to Midday Supervisors, as required

## **First Aid**

- Support Academy administrator with health-care plans, medicine management, allergy information and other medical requirements.
- When required administer basic first aid and medicines.
- Support Academy administrator with managing medicine signing in/out forms with parents/carers.
- Contact parents/carers relating to poorly children and other required contact.
- Participate in first aid training.
- Manage first aid stock, including first aid requirements for trips, swimming and so on.

## **Administration Duties**

- To provide confidential and dedicated administrative support to the Principal and Vice



Principal as required

- Preparation and dispatch of communications to parents/carers
- Support the Trust HR Department with the DBS process, safer recruitment and other relevant checks on staff, volunteers and visitors to the Academy.
- Support the Trust Finance Department with order processes ensuring deliveries, good received and discrepancies are managed in a timely way.
- Coordinate and distribute Academy newsletters, promoting the Academy.
- Maintenance of the Academy diary information, to be shared with staff and parents/carers including termly dates sheet.
- Take minutes at the weekly Academy briefing meeting and share with all staff.
- Monitor stationery and refreshment supplies and arrange replenishment as necessary, following the Trust financial processes.
- Provide administration support, where required, for booking supplier services including, but not limited to premises contracts, trip venues and transport.
- Support with maintaining financial and other Trust wide policies including updating website and communications platforms.
- To provide support with administration of licenses and subscriptions across the academies and Trust.
- To prepare the teaching and leadership centre for lettings
- Responsible for logging academy wide IT issues with IT provider, for example whole site wifi issues etc
- Photocopier- be the point of contact for Academy issues and liaise with the copier company.

### **Pupil Data and Admissions**

- Add pupil data and information (such as new starters) to ARBOR and collate forms from new starters.
- Manage the academy waiting list
- Assist in the administration of pupil records and data and reports, such as attendance and transfer folders, including filing.
- Management of annual consents utilizing the MIS (Arbor) and academy agreements required for both pupils, parents/carers, staff and visitors
- Ensure information about new starters, or updated pupil information, is shared with is checked and available for staff on MIS, including medical, dietary and consent/permissions
- Support with annual consents and Academy agreements required for both pupils, parents/carers, staff and visitors.
- To allocate pupils and their siblings a 'House' in our House System
- Manage the process of CTF's and follow-up on leavers ensuring safe enrolment into their incoming setting.
- Uploading pupil's contextual information (e.g. through CTF) on to online curriculum programs and assessment systems, such as Reception Baseline, Insight, Purple Mash.
- To sensitively communicate Free School Meals/Pupil Premium, processing the relevant documentation and reporting to the Local Authority for funding.
- Support with administration of wrap around services across the academies and Trust.
- Create Microsoft Forms and collate data and feedback (e.g. parent/carer surveys, signing up for events etc.)

### **General**

- Ensure GDPR data management, adhering to GDPR at all times
- To professionally embody the Trust's values in all aspects of your work and positively contribute to IFPT's culture.



- To undertake other work of an appropriate nature and in the interests of the Academy as directed by the Head of Academy, Assistant Head, 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 Head of Academy or designated person.
- To professionally engage with other IFPT academy secretaries for sharing of best practice and support.
- To travel to other Trust sites if needed.

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

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Education to GCSE standard, or equivalent (i.e. minimum grade 5 in English and Maths)</li> </ul>	<ul style="list-style-type: none"> <li>Any further qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within an educational setting, or front office/reception role.</li> <li>Excellent verbal and written skills to deal effectively with staff, pupils, parents, governors and external agencies</li> <li>Administrative experience, minute taking, arranging bookings, managing lettings.</li> <li>Understanding communication of Data Protection and GDPR guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Qualified First Aider</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>Good level of IT literacy with good working knowledge of Microsoft Office Suite.</li> <li>Ability to manage data, field enquiries &amp; liaise with internal and external agencies.</li> <li>Ability to identify, the needs of the academy office, including the extended services within the Trust.</li> <li>Strong organisational &amp; interpersonal skills</li> <li>Accuracy and attention to detail essential</li> <li>Excellent communication skills, both verbal and written.</li> <li>Ability to prioritise and work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge or experience of working with school applications i.e. ARBOR</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Friendly, positive, polite and approachable manner</li> <li>Ability to exercise discretion when dealing with confidential &amp; sensitive information</li> <li>Strong team player</li> <li>Energetic and enthusiastic attitude to work</li> <li>Hard working and conscientious with a professional manner at all times.</li> <li>Willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>Own life experiences in order to enhance the cultural capital of our children</li> <li>Experience gained working within a school environment</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Awareness of safeguarding issues •</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding legislation and good practice</li> </ul>



### Visits:

For more information about our Academy please visit our website [www.cheppingviewprimaryacademy.org.uk](http://www.cheppingviewprimaryacademy.org.uk) or to discuss the role further please contact our Principal, Mrs K. Elliott or Vice Principal, Mrs. S. Rafique via email: [office@cvpa.school](mailto:office@cvpa.school) or telephone: 01494 535 564

### Application and Selection Process:

As part of the application process, we invite applicants to complete the online My New Term application form, which includes a personal statement that should outline your suitability for the post by referring to the job description and person specification.

**In compliance with 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.

**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.**