



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Receptionist & Administrative Assistant

Djanogly City Academy, Nottingham

37 hours per week, 43 weeks per year

PayScale 4, £25,468 - £27,124 Pro rata (£26,736 – £28,475 FTE)

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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. Now, we are looking for a passionate and committed Administrative Assistant to play a vital role in supporting this vision at Djanogly City Academy.

About the Role

We are looking for an organised and professional Administrative Assistant to support the Business Manager with a range of administrative and clerical duties. The role also includes providing reception cover when required, acting as a welcoming first point of contact for pupils, parents, visitors, and staff. The successful candidate will be proactive, efficient, and committed to supporting the smooth running of the school

Who We're Looking For

We are looking for a friendly, organised, and reliable individual with excellent administrative and communication skills. The successful candidate will be able to manage a varied workload, work accurately under pressure, and always maintain confidentiality. Experience in an administrative or reception-based role is desirable, along with strong IT skills and a positive, customer-focused approach. A commitment to supporting the efficient operation of the school and providing excellent service to staff, pupils, parents, and visitors is essential.

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, 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. Pupils feel safe and well supported, and the vast majority are happy in school.
- The school has high expectations for all pupils, encouraging them to achieve their best academically and personally.
- Pupils 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 pupils build knowledge and skills effectively over time.
- Pupils are polite, respectful and considerate towards each other and towards adults.
- Strong, trusting relationships between staff and pupils support learning and personal development.
- Pupils 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 us?

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 0115 9322920.

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](#)

JOB DESCRIPTION



Post Title: Receptionist & Administrative Assistant

Reporting to: Business Manager

Grade: PayScale 4

Disclosure Level: Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

1. Maintain accurate records, databases, and filing systems in line with school procedures.
2. Assist with the preparation and processing of correspondence, reports, and other documentation.
3. Respond to enquiries from staff, parents, visitors, and external agencies in a professional and courteous manner.
4. Support general business and office administration tasks as required.
5. Provide reception cover when needed, acting as the first point of contact for visitors and telephone enquiries.

Key Duties and Responsibilities

Administrative and HR Support:

- Provide effective administrative support to the Business Manager, 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.
- 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.



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
Previous experience in a reception based role with administrative duties.	✓		Application form, certificates
Experience and competence in the use of ICT and office equipment.	✓		Application form, certificates
Skills			
Excellent customer services skills.	✓		Application form, interview
Excellent oral, written and interpersonal skills	✓		Application form, interview
Ability to work under pressure and deal with customers in a professional and courteous manner.	✓		Application form, interview
Ability to prioritise workloads with organised and efficient administrative skills.	✓		Application form, interview
Knowledge			
Awareness of different teaching styles and subject curriculums across age groups and departments within the Key Stage 3/4/5 setting	✓		Application form, references
Knowledge of strategies to support children with special educational needs	✓		Interview, references
Personal attributes and attitude			
Self-motivated with ability to work with minimal supervision.	✓		Interview, references
Welcoming with a professional appearance and manner.	✓		Interview, references
Approachable, diplomatic with the ability to deal with customers sensitively.	✓		Interview, references
Willing to cover absence within the team, including at other sites as needed.	✓		Interview, references
Personal Qualities			

Belief in the values and behaviours of Tapestry Learning	✓		Interview, references
Evidence of continuing professional development	✓		Interview, references
Commitment to equal opportunities and diversity in the performance of duties	✓		Interview, references

