

# JOB APPLICATION PACK

## ADMINISTRATION ASSISTANT

**Salary:** GAT 5 (£25,584 - £27,269 *FTE*)

**Contract:** Permanent (*Full-Time*)

**Closing Date:** Sunday 18 January 2026

**Start Date:** Monday 23 February 2026



# THE BRUNTS ACADEMY





# THE BRUNTS ACADEMY



## Welcome

Dear Applicant,

Thank you for expressing an interest in working with us at The Brunts Academy. Brunts is an over-subscribed academy which is rapidly improving. Our mission is about unlocking the potential in our students, enabling them to transform their futures.

We are passionate about culture, and therefore how we do things here holds significant importance. We believe in collaboration and professional development, supporting all staff members to develop and achieve their own professional ambitions.

Our core values permeate the academy, and we take time to explicitly teach our children what each looks like and the importance of them. Staff are expected to model our values as role models to students and support them to grow as individuals who make positive contributions to society.

Academic success is a critical component in achieving our mission, but we place equal importance on personal development. Developing character and supporting students to explore their talents, interests and passions is a very important part of our curriculum. We seek professionals who align to our mission and values and look forward to receiving your application.



**Chris Fisher**  
Executive Principal



Be Proud



Be Respectful



Be Resilient



Be Ambitious

# About The Brunts Academy

The Brunts Academy, is a popular and oversubscribed high achieving secondary school with a great tradition of success.

We believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful at school and in life.

We also feel it is important for our young people to develop outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to help prepare our students for the next stage of their education, training or employment.

As a values-driven academy, our staff and students aspire to commit to the 'Brunts Way' in all they do:

- **Be Proud**
- **Be Respectful**
- **Be Resilient**
- **Be Ambitious**

We believe that secondary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, trustees, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Brunts Academy.

We demand excellence of ourselves and our community so that we can best serve our students and have an ambitious future. The Brunts Academy is proud of the success our students achieve year on year and through our constant focus on teaching and learning, we see our students unlocking potential and transforming their futures.

## Our mission

Unlocking potential, transforming futures.

## Our vision

To provide an exceptional education for all students by creating a nurturing and innovative learning environment that fosters academic excellence, personal growth, and social responsibility.

## Our values

**Be Proud:** We represent the academy with pride and know that together we achieve.

**Be Respectful:** We are polite and care for each other.



We celebrate our differences and help each other.

**Be Resilient:** We work hard to conquer challenges that stand in the way of achieving our goals. We remain positive and never give up.

**Be Ambitious:** We are ambitious and determined, seizing every opportunity and maximising our potential every day.

## Our staff

We have a pool of subject specialists, bringing leadership and expertise to faculties at The Brunts Academy. Our Subject Leads are ambitious and passionate practitioners that have a range of responsibilities within their subject areas, which include:

- Working closely with the Principal to provide strategic direction and leadership within their own curriculum area through developing and implementing policies which will result in effective teaching and learning and strong outcomes for all students;
- Creating a climate which enables staff to develop and maintain positive attitudes and confidence in delivering the curriculum;
- Leading on the development of appropriate specifications, schemes of work and giving guidance on teaching and learning strategies in own area to ensure continuity and progression for all individuals and groups;
- Ensuring appropriate curriculum targets are set and regularly monitor students progress, interrogate data to inform the curriculum and take action as necessary;
- Ensuring effective assessment for learning processes and practices across own area;
- Leading effective development of students' literacy, numeracy, specific subject study skills, information technology skills, work related learning; enterprise and citizenship through the curriculum areas;
- Monitoring and evaluating the quality of teaching and learning with a focus on improving teaching and learning further so that it impacts positively upon learning;
- Helping colleagues to create an appropriate climate and environment for learning so that effective learning can take place effectively.



# ABOUT GREENWOOD ACADEMIES TRUST

**We are GAT. We believe in providing the very best for every child, in every academy, every day.**

Our vision is to make sure that every child thrives in a GAT academy.

Our mission is to secure successful pupil and organisational outcomes so that all children leave a GAT academy equipped with the capability and potential to lead a happy and successful life.

We achieve this by being a strong and inclusive trust, guided by principled governance and effective leadership.

## Our priorities

**Improve outcomes for all children:** Providing a high quality, broad and balanced curriculum, including enrichment experiences, for all children in a safe and caring environment.

**Become a leading MAT for learning:** Ensuring an effective professional learning offer for all colleagues which is aligned to our improvement priorities.

**Deliver the GAT people strategy:** Supporting colleagues across our Trust to recruit and retain the best people.

**Develop and implement a GAT digital strategy:** Providing colleagues and children with a world class digital environment and developing their skills to enable them to be successful in a digital world.

**Ensure all Trust facilities maximise learning:** Delivering the GAT estates strategy with a clear focus on sustainability.

**Redefine and improve our business services:** Ensuring high quality services enable colleagues in academies to focus on improving outcomes for all children.

**Ensure effective governance at all levels:** Delivering strong and effective governance at all levels which is ambitious for and accountable to the children and families we serve.



## How we work

**Children and their communities at the heart of what we do:** We ensure we meet the diverse needs of the communities we serve.

**Hold everybody to account:** We have strong levels of appropriate professional and respectful challenge at all levels of our organisation.

**Advocate a place-based curriculum:** We believe each academy should have a high-quality curriculum which is bespoke to the children it serves.

**Organisational change:** We recruit talented people and encourage them to challenge and contribute to the way we think and operate.

**Strong leadership at all levels:** Our leaders are supported and entrusted with a professional accountability to deliver successful outcomes.

**Prioritise personalisation:** We ensure our children follow meaningful pathways to success. We teach children, not schemes.

**Accept it can take time:** We have effective strategies that deliver strong and sustainable improvement. We always stay true to our principles.

**No excuses, but no blame either:** We have high expectations of each other. We respectfully challenge colleagues, support them, celebrate their achievements and, crucially, let them get on with their jobs.

**Invest in people:** We support and develop our colleagues so they can improve and enjoy their roles.

**Collaborate and contribute:** We are an open and outward facing organisation. We learn from the strengths of others, we share our expertise and we seek to influence the wider education world.

## How we lead

GAT leaders **support, challenge and enable** our colleagues to ensure we provide the very best for Every Child, in Every Academy, Every Day.

Our leadership principles are based on the Servant Leadership model of Focht and Ponton (2018):

**Valuing People:** GAT leaders value people for who they are, not just for what they give to the organisation.

**Humility:** GAT leaders do not promote themselves; they put other people first. Our leaders know that

leadership is not all about them but that things are accomplished through others.

**Listening:** GAT leaders listen receptively and non-judgmentally. They are willing to listen because they truly want to learn from other people. Our leaders seek to understand first, then to be understood.

**Trust:** GAT leaders trust their colleagues. They are trusted because they are authentic and dependable.

**Caring:** GAT leaders have people and purpose in their hearts. They display a kindness and concern for others. Our leaders are here to serve, not to be served. GAT leaders care about the people they lead.

## Employee Benefits and Wellbeing

Greenwood Academies Trust aims to facilitate initiatives to promote social, physical and mental wellbeing to ensure our talented and highly valued staff are healthy, happy and safe.

Here's a selection of what's on offer to employees of our trust in recognition of the huge difference they make to our children, their families and the communities we serve.

### Perkbox

We provide all our employees with a Perkbox account. Perkbox is a global rewards and benefits platform offering employee rewards, benefits and discounts, wellbeing support and peer-to-peer recognition.

### Employee Assistance Programme

Our Employee Assistance Programme is part of our Perkbox package. It provides a free confidential helpline available 24/7 to all employees including:

- Fully qualified counsellors and advisors
- Support for a wide range of issues including stress, anxiety, depression, legal issues, relationships and more
- Structured counselling sessions

### Salary Sacrifice Car Leasing Scheme

We offer our employees the opportunity to lease a vehicle through salary sacrifice. A fixed monthly amount is taken directly from your gross salary and in return, you get the use of a brand new electric or plug-in hybrid car.

### Wellbeing

- Support from our Mental Health First Aiders
- Training to be a Mental Health First Aider
- Your EAP (Employee Assistance)

- Menopause Support
- Trust Awareness Events
- Wellness Hub on Perkbox
- Wellbeing Wednesday Hub
- Teacher Wellbeing Resources
- Mental health resources from Education Hub

### Dell Discounts

Greenwood Academies Trust is a member of the Dell Advantage program, which gives all employees access to exclusive offers and discounts of up to 20% across Dell systems and electronics!

This includes items such as Laptops, Desktops, Alienware, Monitors, accessories and is for purchases made on the official Dell UK Online store only, for personal/home use.

In addition, during sale events, employees can use their discount on top of sale prices to save even more on personal use devices!

### No Claims Bonus Scheme

Greenwood Academies Trust uses a third party insurer to offer our employees access to a no claims bonus scheme.

### Tax-Free Childcare

You can get up to £500 every three months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every three months if a child is disabled (up to £4,000 a year).

The national Childcare Voucher scheme that was administered through salaries closed to new applications in 2018. The Government rolled out a new childcare scheme to replace it called 'Tax-Free Childcare'.

### Pension

We have a dedicated Pensions Lead in the People Team, to support our employees with all Pension related enquiries or requests, Trust policies and procedures and statutory compliance.

We maintain and administer the Teachers' Pension Scheme (TPS) for teaching staff and the Local Government Pension Scheme (LGPS) for all support staff, working closely with the scheme providers to meet the regulatory requirements.

# Job description



**Post:** Administration Assistant

**Department/Faculty:** Reception/ Admin/ First Aid/ Reprographics

**Responsible to:** Deputy Operations Manager

## The role

We are excited to hear from candidates who would like to play a part in making a difference to pupils in our Academy community.

## Key responsibilities

The postholder, under the direction/supervision of their line manager will provide receptionist and routine general clerical and administrative support as well as acting as a primary first aider.

- Predominantly to cover on our main reception and student reception/first aid facility, with reprographic and general administrative duties as specified in the job description below.
- The postholder will be required to use the Trust's standard computer hardware and software packages where appropriate as well as Microsoft Office packages.
- Act as one of the Academy's primary first aiders as required
- Undertaking/covering reception/switchboard duties as necessary, being the first point of contact for parents, pupils, visitors, and staff.
- Maintaining diaries, arranging appointments / meetings as appropriate, including venues, facilities and refreshments. Prepare and distribute documentation.
- Keeping visitor logs up-to-date and informing relevant staff of all scheduled appointments.
- Support maintenance of single central record for visitors and contractors.
- Manage administrative function of SLT 'call outs'.
- Providing clerical support, including word processing and other IT and admin-based tasks particularly photocopying, filing, and emailing.
- Undertaking routine administration i.e. letters, referrals, references, inventories, reports, data entry, etc.
- Sorting and distributing incoming and outgoing mail and emails.
- Collating and maintaining pupil details both manually and computerised.
- To utilise data systems for both staff and pupils.
- Manage the room booking system and out of hours bookings – liaising with relevant parties.
- Assisting in responses to queries.
- Assist with the recording of attendance.
- Maintain a professional and positive approach whilst managing a wide range of conflicting priorities within a busy Academy.
- Administer First Aid on completion of relevant training.
- Ensuring confidentiality at all times
- Occasional evening support at events (to be discussed and agreed in advance)
- Any other responsibilities deemed to be appropriate to the role.

## General

Candidates will have a current first aid certificate (or willing to obtain one via Academy organised training) and ideally experience within an academic administration post. Also essential is having alignment to our mission, vision and values, and being someone who can be a positive role model and advocate for our students.

# Person specification



	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE grade C/4 standard (or equivalent) including Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid certificate</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administration role and using Microsoft Office</li> <li>• Knowledge of safeguarding procedures and data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Working within an education establishment</li> <li>• Knowledge of Arbor MiS</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to communicate effectively</li> <li>• Ability to adapt.</li> <li>• Proficient in all areas of Microsoft Office.</li> <li>• Excellent numeracy and literacy</li> <li>• Highly motivated.</li> <li>• Advanced problem-solving capability.</li> <li>• Commitment to safeguarding and promoting the welfare of young people</li> </ul>	

# Application details



## How to apply

Candidates should apply for this role through our website or via [My New Term](#). Wherever possible, please provide email addresses for your referees.

The closing date for applications is **18/01/2026**.

If this post attracts sufficient interest before the closing date, we may decide to close and interview this vacancy at an earlier date, so an early application is advised.

## Interview

Interviews will take place on **Thursday 22 January 2026**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Greenwood Academies Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## GDPR

All adults employed by the trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

## Child Protection statement

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education".

## Equal opportunities

Greenwood Academies Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.



# THE BRUNTS ACADEMY

The Park  
Park Avenue  
Mansfield  
Nottinghamshire  
NG18 2AT

01623 623149  
[office@bruntsacademy.org](mailto:office@bruntsacademy.org)  
[www.bruntsacademy.org](http://www.bruntsacademy.org)

Executive Principal  
Chris Fisher