



Da Vinci Academy

A L.E.A.D. Academy

Candidate Information Pack

Administration Assistant (Fixed Term)

Da Vinci Academy





Welcome from the Headteacher

I am incredibly proud to be the Headteacher at Da Vinci Academy, working with dedicated staff, students, parents, and the wider community to create a supportive and ambitious learning environment.

As part of L.E.A.D. Academy Trust, we are committed to delivering the highest standards of education, ensuring every student reaches their full potential. Our academy fosters a culture of high expectations, respect, and success, where students are encouraged to work hard, aim high, and contribute positively to school life.

If you are looking to join a school that is ambitious for both its students and staff, we would love to hear from you.



Jayne Scattergood, Headteacher

About Da Vinci Academy

At Da Vinci Academy we passionately believe that outstanding education is every child's right and we aim to provide the same breadth and depth of provision as the best schools in the country.

Our journey towards excellence is driven by persistent effort, hard work and patience. We strive for inclusive education with high expectations, excellent behaviour, equal access to a rigorous curriculum and enrichment opportunities to enable all pupils to excel.

We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

As part of L.E.A.D. Academy Trust, we are committed to providing the highest quality education, enabling every pupil to reach their full potential.



Benefits of being part of the Trust



Annual leave

Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Administration Assistant (fixed term until 31 August, 2027)

Location:	Da Vinci Academy, Derby, DE21 4ET
Salary:	NJC 5 - 10 pro-rata, 39 weeks per year, 37 hours per week (Term Time Only)
Fixed Term	Starting Date as soon as possible - Until 31 August, 2027
Closing Date	Monday, 19 October, 2026 at 9.00 am

As an Administration Assistant at Da Vinci Academy, you will play a vital role in supporting the smooth day-to-day operation of the Academy by providing a professional, welcoming and efficient administrative service to staff, students, parents and visitors.

Working as part of the Academy office team, you will be one of the first points of contact for our community, helping to ensure that all enquiries are handled effectively and that the Academy office operates efficiently and professionally. Your work will contribute directly to creating a positive experience for pupils, families, staff and external visitors.

A key aspect of the role will be delivering a high-quality administrative service across a range of functions. This will include welcoming visitors, managing telephone, email and face-to-face enquiries, preparing correspondence and documentation, processing orders and invoices, supporting school systems and assisting with the organisation of Academy activities and events.

You will also support a variety of operational processes, including school meal administration, online payment systems, report collation, information management and pupil welfare. Maintaining accurate records, handling confidential information appropriately and ensuring compliance with safeguarding and statutory requirements will be central to the role.

We are seeking a committed, organised and enthusiastic individual who takes pride in providing excellent customer service. The ideal candidate will have strong communication and administrative skills, be confident using Microsoft Office applications, and have the ability to manage competing priorities in a busy school environment.

You will be approachable, professional and able to build positive relationships with students, parents, colleagues and external agencies.

You will benefit from:

- A supportive culture with access to coaching and high-quality professional development
- Opportunities to work collaboratively with colleagues across the Academy and wider Trust
- A strong focus on staff wellbeing, professional dialogue and work-life balance
- The opportunity to make a significant contribution to the effective operation of the Academy and the success of its pupils
- Working within a values-driven organisation committed to continuous improvement and excellence

What does our Year 11 Head pupil say about our School



Da Vinci Academy is a place where pupils and teachers work together to help each other succeed. Our school is more than an institution of academic learning; it is a place where character, leadership, and resilience are nurtured alongside knowledge.

Every day, we are encouraged to aim and set high standards for ourselves, to embrace challenges with determination, and to celebrate not only personal success, but also the achievements of those around us. In this way, we grow not only as individuals, but as members of a supportive and inspiring community.

What makes our school unique is the spirit of collaboration and respect unites us. Students are given the opportunity to explore their talents whether in academics, sports, the arts, or service and to discover their potential in an environment that values curiosity, creativity, and perseverance. The guidance and dedication of our teachers, combined with the encouragement of our peers, create an atmosphere where excellence is not only pursued but also shared.

I invite you to see the passion, commitment, and vibrancy that define our school. We take pride not only in our academic accomplishments but also in the strong sense of unity, respect and integrity that form the foundation of our school culture.

Our location and wider area



Da Vinci Academy is ideally located in an area that combines excellent connectivity with a high quality of life making it an attractive place to both live and work. The academy is well connected to nearby towns and cities, by a good road network providing easy access to a wide range of professional, cultural and leisure opportunities while retaining a strong local identity.

The local area benefits from a welcoming community, good amenities and affordable cost of living, making it particularly appealing for those looking to settle, relocate or achieve a healthy balance between professional commitment and personal life. Many staff value the sense of community and the supportive, down-to-earth environment in which the academy sits.

One of the standout features of the area is the close proximity to the Peak District National Park, offering exceptional access to some of the country's most beautiful landscapes. Within a short distance, you can enjoy:

- Walking, cycling and a wide range of outdoor pursuits
- Stunning countryside, reservoirs and historic villages
- Space to unwind, recharge and maintain physical and mental wellbeing

For those that enjoy cities, you can reach the following city centres within a relatively short time:

- Derby – 2 miles
- Nottingham – 13 miles
- Leicestershire – 25 miles
- Lichfield – 24 miles
- Stoke on Trent – 31 miles

This unique setting allows staff to combine the demands of their role with the restorative benefits of nature and outdoor living. For many colleagues, the ability to step from a challenging and rewarding working day into such a rich natural environment is a significant and valued part of working at Da Vinci Academy.

Job Description



Job Purpose:

To work as part of a team ensuring the school office runs efficiently, whilst maintaining a friendly and professional service to the community, colleagues and governors.

To role model high standards, as the first point of contact for most visitors and enquiries to the school.

Duties and Responsibilities:

- Ensuring that all visitors are welcomed in a polite and professional manner, maintaining full compliance with the Visitors/Contractors On-Site Checks.
- General administration duties, such as preparing letters, texts and handouts.
- Processing purchase orders and invoices, in accordance with the Trust Finance Policy and Procedures.
- Ensure that Keeping Children Safe in Education statutory guidance underpins all interaction with visitors, contractors and agency staff on site.
- E-mail management and responding where appropriate.
- To process the school dinner systems in place within the academy.
- On occasion may be required to accompany another with home visits.
- Report collation and information gathering, general administration, business analysis and any other duties as required by school management
- Providing an accurate and confidential administrative service, including typing of correspondence, spreadsheets and presentations.
- Dealing with incoming correspondence, including calls, post and e-mails in a professional manner.
- Hold a first aid certificate as required by the school.
- Assist with pupil first aid/welfare duties, looking after sick children, liaising with parents/staff etc, administering medication when necessary, in accordance with the school policy on administering medication.
- Undertaking ad hoc projects
- Ensure the office and entrance area is well presented, tidy and organised.
- Process online payment system for parents to pay for trips/afterschool clubs etc.

Influencing and Managing Relationships:

- Headteacher
- L.E.A.D. Central Support
- Senior Leadership Team
- Staff
- Students
- External agencies
- Parents and carers
- Governors

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. All safer recruitment candidate background checks will be undertaken, including references and an enhanced db's will be sought for the successful candidate.

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Qualifications and Attainments	Essential criteria	Desirable criteria
	• Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths • To hold a first aid certificate or be willing to undertake training	• Further education qualifications in related fields, e.g.: NVQ Business Administration

Skills and Knowledge	Essential criteria	Desirable criteria
	• Ability to build and form good relationships with colleagues, senior leaders and external visitors • High level of oral and written communication skills • Able to use all MS Office programs particularly Word, Excel and Outlook • Able to work to tight deadlines, managing and prioritising time effectively • Self-starter, with and ability to work independently & use own initiative to overcome obstacles • Efficient and meticulous in organization • Ability to produce precedent letters from basic information	

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Experience	Essential criteria	Desirable criteria
		• Previous experience in a similar role • Experience of working in a school or academy trust environment
Personal Attributes	Essential criteria	Desirable criteria
	• Have an openness to learning and change • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	• Current Driving Licence

Person specification



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The criteria below provides guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

Additional Requirements	Essential criteria	Desirable criteria
	• This role is subject to an enhanced DBS • May be required to work out of school hours to support the academy. • have an openness to learning and change • have a positive attitude to personal development and training • be able to work in ways that promote equality of opportunity, participation, diversity and responsibility	



How to apply

Closing date: Monday, 19 October, 2026 at 9.00 am
Interview date: as soon as possible
Contact email: vacancies@davinciacademy.co.uk
Contact number: 01332 831515

Please complete the online application form using the online Sam Recruit Portal which can be found on the LEAD Academy Trust Vacancies website - <https://recruit.sampeople.co.uk/Jobboard/Vacancy/Search?TrustId=57&Distance=100>

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy 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. This post is subject to an enhanced DBS check.



About the Trust

L.E.A.D. Academy Trust was established by Diana Owen, CBE in 2011 using her considerable experience as an executive headteacher, National Leader of Education, coach and mentor.

The Trust comprises 24 primary and 3 secondary academies across the East Midlands. All academies strive to achieve the highest standards of behaviour and conduct while providing outstanding teaching and learning.

Our values

The acronym L.E.A.D. embodies the four key principles at the heart of the Trust: strong leadership at every level; empowering everyone to aim high; providing the opportunity for all to achieve and constantly driving for improvement.



Lead



Empower



Achieve



Drive

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE Trustee and Chief Executive of L.E.A.D. Academy Trust.



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Primary
Academies



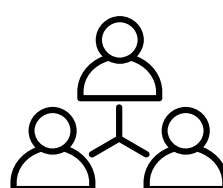
03

Secondary
Academies



05

Geographical
Regions



11,500

Pupils



1,650

Staff



Da Vinci Academy
A L.E.A.D. Academy

Da Vinci Academy
St Andrew's View,
Derby, DE21 4ET

01332 831515



www.davinciacademy.co.uk