



**Dene**  
Academy



# **Admin Assistant**

Candidate Information

Start Date: November 2026

**A Centre of Excellence**

# Welcome from the Headteacher

## Welcome to Dene Academy, a Centre of Excellence.

At Dene Academy, we are driven by a clear ambition: to provide an exceptional education that enables every student to achieve their full potential and thrive in an increasingly complex and dynamic world.

As a Centre of Excellence, we are committed to delivering outstanding teaching, a rigorous and engaging curriculum, and exceptional pastoral care. We believe that every student, regardless of background or starting point, deserves access to the highest quality educational experience and the opportunity to achieve excellence both academically and personally.

Our vision is to develop confident, resilient and aspirational young people who are equipped with the knowledge, skills and character required for future success. Through a culture of high expectations, strong relationships and continuous improvement, we empower students to embrace challenge, think independently and take pride in their achievements.

The values of **Respect, Resilience, Aspiration, Integrity and Happiness** underpin every aspect of life at Dene Academy. These values shape our culture, inform our decision-making and create an inclusive environment where students feel safe, valued and supported to succeed. We are committed to fostering a strong sense of belonging whilst promoting personal responsibility, leadership and a lifelong love of learning.

Beyond the classroom, our extensive enrichment and wider opportunities programme ensures students develop the confidence, cultural capital and social awareness needed to make a positive contribution to their communities and society.

Everything we do is guided by our unwavering commitment to excellence. By working in partnership with students, families, staff and the wider community, we create an environment where ambition is nurtured, success is celebrated and potential is realised.

Thank you for choosing Dene Academy. We look forward to working together to ensure every student flourishes within our Centre of Excellence and is inspired to achieve their very best.

**Mr D. Nelson**  
Executive Headteacher

# Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

## A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

## Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

## Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

## Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

## Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

## Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

## The School Office Team

The School Office Team at Dene Academy is at the heart of our school community, providing a professional, welcoming and efficient service that supports students, families, staff and visitors every day. As the first point of contact for many stakeholders, the team plays a vital role in ensuring the smooth operation of the academy and maintaining the high standards expected of a Centre of Excellence.

Our dedicated office staff are responsible for a wide range of essential functions, including managing communications, maintaining student records, coordinating admissions and attendance processes, supporting safeguarding procedures, organising events and visits, and providing administrative support across the academy. Through their expertise and commitment, they help create an organised and supportive environment where students can thrive and staff can focus on delivering excellent educational outcomes.

At Dene Academy, we recognise that outstanding administrative support is fundamental to the success of the school. The School Office Team works collaboratively with colleagues across all departments to ensure that students, parents and carers receive a responsive, professional and customer-focused service. Their commitment to excellence helps strengthen the positive relationships that underpin our school community.

## Join Our School Office Team

This is an exciting time to become part of Dene Academy as we continue our journey as a Centre of Excellence. We are committed to delivering outstanding educational opportunities, supported by highly effective operational and administrative systems that place students at the centre of everything we do.

Joining our School Office Team offers the opportunity to work within a supportive, inclusive and ambitious environment where collaboration, professionalism and continuous improvement are highly valued. Team members are encouraged to develop their skills and expertise through ongoing professional development and are recognised for the important contribution they make to the success of the academy.

As a member of our administration team, you will play a key role in supporting the day-to-day operation of the school and helping to deliver exceptional experiences for students, families and colleagues. Your work will contribute directly to maintaining the efficient, welcoming and student-centred environment that defines Dene Academy.

If you are seeking an opportunity to make a meaningful difference within a forward-thinking organisation that is committed to excellence, innovation and community, we would be delighted to welcome you to our team. Together, we are shaping futures and creating opportunities for every student to succeed.

## The Person

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Displays an ability to lead and motivate a team and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

## Job Description

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>JOB TITLE</b>      | Admin Assistant                                                |
| <b>CONTRACT TYPE</b>  | Permanent, 37hrs a week Term Time Only ( Part time considered) |
| <b>ACCOUNTABLE TO</b> | Office Manager/ Headteacher                                    |
| <b>GRADE</b>          | Grade 3 SCP 4 £22,513                                          |
| <b>REQUIRED</b>       | November 2026                                                  |

### RESPONSIBILITIES OF ALL POST HOLDERS

#### ETHOS

**Employees are expected to support and contribute to the school ethos.**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

#### GENERAL EXPECTATIONS

**Employees will:**

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

## RESPONSIBILITIES FOR ALL SUPPORT STAFF.

### Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

### Specific Conditions of this post are:

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

## RESPONSIBILITIES OF THE POST HOLDER

- To be based in the main school office located at reception .
- To provide high standards of telephone and reception skills when communicating with outside agencies, parents/carers, governors, staff and students.
- To provide a professional image when greeting visitors and other stakeholders.
- To prioritise telephone calls and visitor queries and deal with all requests appropriately, accurately record messages and signpost as required.
- To ensure visitor signing in procedures are followed correctly including safeguarding checks.
- To assist in the coordination and administration of parents' evenings, options evenings and any other events similar in nature. This includes but is not limited to sending letters, text messages, creating

registers for parents to sign in, setting up for the event, providing refreshments and covering events outside of the school hours.

- To open, sort and distribute incoming mail and also deal with all outgoing mail, including taking deliveries to the post office as required.
- To co-ordinate data collection sheets as required, ensuring a smooth process is adopted of sending forms home to parents, monitoring returns and updating information in SIMS to ensure an accurate record is kept at all times.
- To support with reprographic requests and ensure a timely completion and process is followed.
- To be responsible for ensuring visitors are met at the main reception door and safely evacuated to their designated point in the event of a fire and liaise with the Fire Marshalls to update registers.
- To process and update free school meal/ pupil premium data.
- To assist with student admissions and student transfers including curriculum allocation, CTF files and hardcopy files
- To provide an efficient clerical support in relation to but not limited to sending letters and texts to parents/carers.

**The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.**

## Person Specification

|                                             |                                                                                            | Essential | Desirable |
|---------------------------------------------|--------------------------------------------------------------------------------------------|-----------|-----------|
| APPLICATION                                 | A well-structured letter of application indicating interests and strengths in the subject. | *         |           |
|                                             | Fully supported in references.                                                             | *         |           |
| QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT | 5 GCSE (A*-C) including Maths and English or equivalent.                                   | *         |           |
|                                             | NVQ Level 2 or 3 in Business/School Administration (or relevant subject).                  | *         |           |
|                                             | Commitment to further enhance knowledge & skills.                                          | *         |           |
|                                             | A First Aid Certificate (or willingness to undertake training).                            | *         |           |
| EXPERIENCE                                  | Advanced knowledge & skills in the use of MS Word & Excel.                                 |           | *         |
|                                             | Knowledge of SIMS.                                                                         |           | *         |
|                                             | Experience of working in a school environment.                                             |           | *         |
| QUALITIES & VALUES                          | Excellent organisational skills.                                                           | *         |           |
|                                             | Good communication skills with the ability to relate effectively to all.                   | *         |           |
|                                             | A commitment to promoting inclusion.                                                       | *         |           |
|                                             | A commitment to Equal Opportunities.                                                       | *         |           |
| PERSONAL ATTRIBUTES                         | Ability to work successfully under pressure and retain a sense of perspective.             | *         |           |
|                                             | A strong moral purpose and drive.                                                          | *         |           |
|                                             | Ability to work as a team member to achieve common goals.                                  | *         |           |
|                                             | Enthusiasm and self-confidence.                                                            | *         |           |
|                                             | High expectations for all pupils.                                                          | *         |           |
|                                             | Initiative, energy and perseverance.                                                       | *         |           |
|                                             | Caring and supportive.                                                                     | *         |           |
|                                             | Ambition to go on to a higher position of responsibility.                                  |           | *         |

**Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.**

# Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 21<sup>ST</sup> September 2026 addressed to:**

**Dene Academy  
Manor Way  
Peterlee  
County Durham  
SR8 5RL**

or by e-mail to the Office Manager, Mr C Nelson at: [enquiries@deneacademy.org.uk](mailto:enquiries@deneacademy.org.uk)

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

## Shortlisted Candidate Guidance

### REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

## DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2025.](#)

## PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.