



## **Job Application Pack Executive Assistant**

**Fixed Term – 1 Year, Full time, Term Time Only + 3 weeks**

**Salary: Grade 8, Points 34 to 38**

**£31,067 - £34,314 (FTE)**

**£28,771 - £31,778 (Actual salary)**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale Academy**  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck  
Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook  
Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



Alvaston Moor  
Academy

## The Long Eaton School

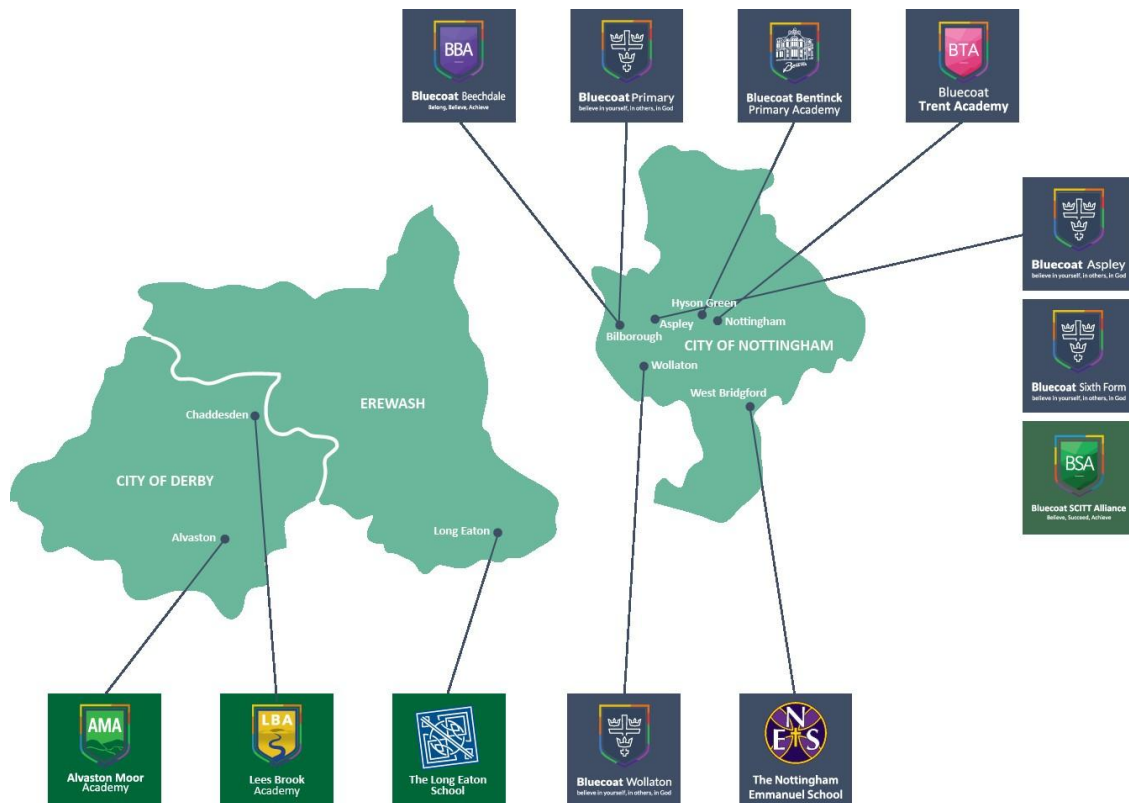
The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



THE  
LONG EATON  
SCHOOL



## School Locations



## Welcome from the Principal - *Ambition, Manners, Achievement: Hard work conquers all*

Thank you for your interest in becoming part of our team at Alvaston Moor Academy. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our team. Our school is driven by our three AMA values: Ambition, Manners and Achievement. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers, underpinned by our team motto 'learn together, achieve forever'.

Each and every one of us has a role to play in ensuring that our students get the very best. We are an 11 to 16 school situated in Alvaston in Derby City. Our commitment to high standards and outstanding teaching will impact our overall student outcomes but there is still a long way to go, we are committed to improving overall results to ensure our students have the best possible life chances.



Being an integral part of our local community is something that we value. At Alvaston Moor Academy, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner. With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students. We are proud members of the Archway Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum. #TeamAMA

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description.

## The Vacancy

Are you ready to make a real impact in a dynamic, fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and dynamic individual to join our team as a Executive Assistant within at Alvaston Moor Academy. This is not just a job; it's an opportunity to be part of an organisation dedicated to working together to transform lives.

At Archway Learning Trust, our mission is to collaborate and transform lives through education. Schools are vibrant and ever-evolving places to work, where no two days are the same. We believe in the power of passion, drive, agility and the ability to reprioritise quickly to meet the diverse needs of the communities we serve.

In this varied and exciting role, you will work closely with the Principal, providing essential support being responsible for ensuring a highly efficient and effective secretarial service and serve as a central point of contact.

The ideal candidate will be highly organised with excellent administrative skill, an excellent communicator with strong interpersonal abilities and capable of maintain composure in a bustling educational setting.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Alvaston Moor Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



## Applications

For more information about Alvaston Moor Academy and the vacancy, please visit <https://www.alvastonmoor.co.uk/> To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Friday 25<sup>th</sup> April 2025

**Interview Date:** WC 28<sup>th</sup> April 2025

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



***Working Together, Transforming Lives***

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)

- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**POST TITLE:** Executive Assistant

**GRADE:** 8

**RESPONSIBLE TO:** Principal

### JOB PURPOSE

The Executive Assistant is a highly organised, enthusiastic, and proactive professional responsible for providing top-quality administrative support to the Senior Leadership Team. This role requires exceptional attention to detail, the ability to manage multiple deadlines simultaneously, and the capacity to respond swiftly to changing priorities.

In this position, the Executive Assistant will use their own initiative, seek advice when necessary, and maintain the highest level of confidentiality at all times. They will manage the diaries of the Senior Leadership Team, coordinate meetings and minutes, and ensure efficient communication both within and outside the Academy. Additionally, the Executive Assistant will play a crucial role in ensuring compliance with policies and procedures and supporting governance activities to maintain the highest standards of operational integrity.

The ideal candidate will possess strong organizational skills and a proactive approach to problem-solving, ensuring that all administrative tasks are executed efficiently and effectively. This position is vital for maintaining smooth operations and a positive image of the Academy.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES



- Organise and administer Academy Advisory Board meetings, disciplinary panels, and activities. Maintain and manage platforms and publications to ensure compliance with statutory requirements.
- As the Designated Data Protection Lead (DPL), foster a culture of data protection within the Academy. Ensure strict adherence to data protection regulations and safeguard personal information by design.
- Serve as the main point of contact for prospective applicants, providing advice, promotion, and support.
- Work with the Principal to ensure compliance with regulations in areas such as complaints.
- Keep abreast of legislation, monitor compliance, and manage implementation of changes.
- To maintain the upmost confidentiality and discretion in relation to all meetings, correspondence and sensitive information, always ensuring adequate security for such data.
- Implement effective administrative processes that will ensure the smooth, efficient running of the Senior Leadership Team for the Academy, that will build and support effective positive relationships internally and externally.
- Oversee the effective management of the Principal and Senior Leadership Team diaries and incoming/outgoing correspondence, serving as an informed 'gatekeeper', undertaking regular diary planning and monitoring for and addressing opportunities and challenges that arise in a proactive manner.
- Taking minutes of meetings and distributing them.
- Provide a full secretarial support to the principal.
- Provide administrative support to the Senior Leadership Team.
- Receive visitors on behalf of the Principal and Senior Leadership Team and make appropriate arrangements for hospitality.
- Organise meetings and events on behalf of the Principal and Senior Leadership Team including making necessary travel and venue arrangements.
- Undertake liaison between the Senior Leadership Team and school staff, parents and the local community.
- Take minutes for high level staff meetings, including management meetings.
- Make maximum use of the Academy's communications portals, ensuring correspondence is effective and enhance the Academy's visibility and reputation.
- Facilitate effective internal communications within the academy, ensuring transparent and timely dissemination of information to all staff members.
- Manage a calendar of all upcoming events and significant dates, advertising on appropriate social media platforms to reach a broad audience. Schedule regular posts about events, achievements, and updates.
- Regularly update the Academy's website to ensure it complies with all regulatory standards. Use the Trust's Audit form as a checklist to ensure all updates are completed.
- The specific responsibilities are not exhaustive and are subject to change. Alternative duties commensurate with the level of the post may be allocated according to need.

#### STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

#### DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

#### PERSON SPECIFICATION – Executive Assistant

	ESSENTIAL	DESIRABLE
--	-----------	-----------

EDUCATION & TRAINING		
Previous experience of working in a PA, Executive Assistant or other high level secretarial position.	*	
NVQ 2 / 3 or equivalent qualification or experience in Business Administration or relevant discipline		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Possess or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.	*	
KNOWLEDGE & EXPERIENCE		
Experience of diary management	*	
Experience of managing a diverse workload, switching between tasks and concepts quickly and easily	*	
Experience of working consistently to a fine level of detail and accuracy, whilst managing competing deadlines	*	
Experience of liaising with a diverse range of stakeholders at various levels	*	
Strong organisational, planning and administrative skills	*	
PROFESSIONAL SKILLS		
Excellent organisation skills with the ability to prioritise workloads and demonstrate flexibility	*	
The ability to recognise and appreciate the confidential nature of work undertaken for the Senior Leadership Team	*	
Excellent interpersonal skills with both adults and children.	*	
Excellent IT skills inc. Word, Excel, PowerPoint and Office 365	*	
Attention to detail and accuracy in work and ability to manage own workload with minimal supervision whilst taking decisions and thinking creatively	*	
PERSONAL QUALITIES		
Excellent customer service, negotiation and diplomacy skills.	*	
Excellent communication skills, both written and verbal to enable and promote effective relationships	*	
Be energised by working towards targets and changes	*	
Ability to work under extreme pressure and to tight deadlines.	*	
Commitment to Equal Opportunities	*	
SUITABILITY TO WORK WITH CHILDREN		
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment	*	
Awareness of safeguarding requirements and good practice within an educational setting	*	