Alvaston Moor Academy

Administrative Coordinator

Job Application Pack



Archway Learning Trust

Telephone: 0115 929 7445
Email: recruitment@archwaytrust.co.uk
Website: www.archwaytrust.co.uk

Role: Administrative Coordinator

Reporting to: Principal

Salary: Grade 9 Points 24-28 (£35,412 - £39,152)

Location: Alvaston Moor Academy, Brackens Lane, Derby, DE24 0AN

Contract Term: Permanent

Working Pattern: Full Time (37 hours per week)
All Year Round

Start Date: ASAP

Closing Date: Monday 29th June 2026 at 9.00 am

Interviews: Wednesday 1st July 2026



Join us on our amazing adventure to make THE difference

"The school provides high quality pastoral care" - Ofsted 2023

Are you driven by a passionate belief that excellent schooling is the right of every child?

Do you believe that we must never accept that personal circumstances, socio-economic background or prior attainment will inevitably limit young people's potential?

Are you committed to the transformational power of education to shape lives and futures?

If so, we want to hear from **you!**

Alvaston Moor Academy is seeking a proactive and efficient Administrative Coordinator to join our team, working closely with the Principal to ensure the smooth and professional operation of our administrative services.

In this pivotal role, you'll provide comprehensive support across the academy, helping to coordinate processes, manage data and records, and communicate effectively with staff, students, and external stakeholders. Your attention to detail and commitment to excellence will play a key part in supporting the daily operations of the academy and ensuring a positive experience for all.

If you're a solution-focused individual with strong communication and administrative skills, we'd love to hear from you. Join us and contribute to a high-performing team that plays a vital role in supporting our school community.

We're looking for professionals who are ambitious but humble, innovative but research-led, and warm and compassionate, with unapologetically high standards, to join us on our mission to take Alvaston Moor Academy in Derby from its current position to become one of the very best schools in the country.

In a community where almost 70% of pupils qualify for pupil premium funding, for more than a generation the school has struggled to consistently be the great school it can be, and that its young people, their parents and the community of Alvaston are entitled to.

In the last decade the school has seen periods of real improvement, but progress has often not survived changes in leadership, and positive changes have proved short-lived.

In 2021 Alvaston Moor began its latest journey of improvement as part of Archway Learning Trust. Once again improvement has come – recently recognised by Ofsted – but this time there is no alternative to ensuring that it is sustainable. And more than this, that the school finally delivers on its potential, demonstrates to its community, the city of Derby and the whole world that our children have as much potential as children anywhere.

Do you want to be:

- part of this story?
- part of the team that breaks the cycle of hard-won improvement followed by debilitating turbulence?
- part of the team that delivers on a promise to a community that has never stopped wanting, but might have stopped expecting, the best for their children?
- part of a team serving a community that, put simply, deserve the very best?

If this sounds right for you. If you have the passion, the grit and the resilience to embark on this journey with us and you're looking to take the next step in your career – we want to hear from you!

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. We welcomed three further secondary schools in Derby to the Trust in 2021 and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

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

We are seeking a skilled and committed **Administrative Coordinator** who is passionate about supporting students and staff through the delivery of high-quality administrative services at Alvaston Moor Academy. The ideal candidate will bring a proactive approach, excellent organisational skills, and a strong attention to detail, contributing to the smooth and effective running of the academy. With professionalism and enthusiasm, you will play a key role in supporting both day-to-day operations and long-term planning, ensuring that all stakeholders receive timely, accurate, and efficient administrative support. Your dedication will help maintain a positive, well-organised, and forward-thinking environment where students and staff can thrive.

The growth and development of our Multi-Academy Trust make this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions

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- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions / Generous pension scheme
- Access to discounted travel schemes
- Access to e-learning and development
- Cycle to work scheme
- Comprehensive training and support
- Eye care voucher scheme
- Free flu vaccine
- Free onsite parking
- Opportunities to develop new skills and progress your career
- Staff are supported and good practice is recognised and celebrated
- Work laptop and online resourcing

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Welcome from the Principal – Miss Gemma Tyers



Thank you for considering joining the Alvaston Moor Academy community. As Principal, I am immensely proud of the vibrant, inclusive, and forward-thinking environment we have cultivated here. Our academy is a place where students thrive academically, socially, and emotionally, and our dedicated staff are at the very heart of that success.

At Alvaston Moor, we are passionate about providing choice and opportunity to our students. Our vision is based on the belief that with hard work, everyone can achieve. We want and expect only the best for our students, and we will go above and beyond to ensure that this is the case. We believe every child is unique and can be successful and we have high expectations of all. The education opportunities provided allow every child to make the best possible progress whilst at Alvaston Moor Academy, preparing them well for the next stage of their life. Our staff are determined to demonstrate that there are no barriers to learning and that all young people can be successful in their own way, regardless of their background. We consistently strive to help our students to become better learners; to increase their resilience and to raise their aspirations.

At Alvaston Moor, we are deeply committed to providing a supportive and collaborative atmosphere for all our team members. We value innovation, encourage professional development, and celebrate the unique contributions that each individual brings to our school. Whether you're just starting your career or seeking a new challenge, you'll find a welcoming and inspiring workplace where your passion for education will flourish.

We are looking for ambitious staff who will lead by example. We expect all staff to be leaders, whether within their own classroom or within the leadership structure of the school. We expect staff to show an uncompromisingly high drive to succeed and the focus of all staff must be on the relentless desire to improve Teaching and Learning. Whether it’s progressing on to university, securing an apprenticeship, or entering the workplace, we want every young person who leaves Alvaston Moor Academy to have choice and opportunity.

Staff from Alvaston Moor Academy regularly have the chance to work together with others across the trust, to share ideas and best practice, to collaborate, seek advice and to learn from each other.

We believe that every child deserves the very best, and we are looking for exceptional individuals who share our drive to make a difference. If you're ready to join a team that is united in its mission to empower and uplift young minds, we’d love to hear from you. Together, let’s shape a brighter future for our students and our community.

Warm regards,

Miss Gemma Tyers

Principal, Alvaston Moor Academy

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Finding Out More and How to Apply

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our AMA team. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Principal or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please contact Gemma Swann, Executive Assistant to SLT. Contact details can be found below:

T: 01332 576 777
E: gswann@alvastonmoor.co.uk

Early enquiries and applications are encouraged as we may interview suitable candidates prior to the advertised closing date.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. 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.

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.

Please find the job description, job specification, our commitment to safeguarding and information about Archway Learning Trust attached.



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Safeguarding

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.

Alvaston Moor Academy adopts a rigorous Safer Recruitment Policy which is followed for every appointment.

If you are invited to interview, your suitability to work with children will be explored. As such you will be asked to declare any convictions, cautions or reprimands which you have incurred.

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

Our Safeguarding and Child Protection Policy is available here: https://www.archwaytrust.co.uk/wp-content/uploads/sites/2/2022/09/ALT-Safeguarding-and-Child-Protection-Policy-2025-2026-1.pdf

Staff will be expected to take part in an induction day which has a safeguarding focus. Staff will also be expected to undertake CPL Safeguarding Training throughout every academic year.

There is a clear policy for staff conduct which all employees must adhere to.

We are an equal opportunities employer.



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Job Description

POST TITLE: **Administrative Coordinator**

GRADE: **9**

RESPONSIBLE TO: **Principal**

JOB PURPOSE

The Administration Manager plays a pivotal role in ensuring the smooth operations of the Academy by working closely with the Principal. This role involves managing the administrative functions, resources, and team members while enhancing productivity. The ideal candidate will have strong organisational skills and a proactive approach to problem solving, ensuring that administrative tasks are executed efficiently and effectively.

As a primary point of contact at the Academy, the Administration Manager will align with the Trust's central functions to support the Principal with necessary expertise. They will champion change management, perform high-level administrative duties to support the Senior Leadership Team, and present a positive image of the Trust.

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

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SPECIFIC RESPONSIBILITIES

- Provide line management to the administrative and reprographic functions, providing an efficient and effective service while maintaining high standards in a fast-paced environment, developing processes, routines, and staff.
- Organise office workload, including forward planning, work schedules, work allocation, and monitoring. Provide guidance, training, and induction of staff, ensuring flexible, efficient, and cost-effective support. Create an efficient team that provides effective coverage during staff absences.
- Foster teamwork and good practices to achieve excellent service standards. Encourage staff career development and ensure effective CPL (Continuous Professional Learning).
- To be responsible for the careful management, effective planning, recording and implementation of the daily cover, with the objective to minimise the impact on teaching and learning. You will be required to liaise with cover agencies to arrange temporary cover and to induct and check safeguarding documentation with an awareness of financial pressures.
- To administrate the entry of staff absences into a centralised HR system, to support with the absence management procedures within the Academy.
- Assist in the planning, coordinating, and implementation of various types of internal events, to achieve the specific objectives to support parental engagement and create memorable experiences.
- Administrate the MIS, ensuring accuracy, maintenance, and promotions. Take opportunities to leverage its capabilities.
- Coordinate the submission of the School Census, maximising funding opportunities, and seek assurances for Academy Leads.
- Streamline processes, identifying opportunities to optimise efficiency through improved processes, systems, and templates.
- Manage the administrative budget. Driving value for money by identifying cost reduction and productivity opportunities.
- You will support, when required and with oversight from the Assistant Principal, work relating to Admissions & Appeals, Free School Meals, Census and Rarely Cover regulations to help ensure the Academy remains compliant. You will also support, as needed, with audits and monitoring adherence to copyright and other relevant regulations. You will be expected to keep up to date with legislative changes and contribute to ensuring that Academy processes align with current requirements.
- Ensure smooth Academy operations, proactively finding solutions to issues and seeking expertise from central service areas to support the Principal.
- Oversee and lead the first aid needs assessment, ensuring the safety and well-being of staff, students, and visitors.
- Undertake research and obtain information as needed to support decision making.
- Supporting and championing change management within the Academy.
- Manage and coordinate various projects, ensuring their successful implementation and alignment with the Trusts and local academy strategic goals.
- 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.

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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.

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Person Specification

	Essential	Desirable
Education and Training		
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 and Experience		
Successful management and development of people	✓	
Significant experience of providing high level administrative support	✓	
Good awareness of relevant policies, legislation and codes of practice within education	✓	
Involvement in self-evaluation and improvement planning	✓	
Critical problem-solving ability	✓	
Ability to interpret information at pace	✓	
Significant experience of developing administrative processes	✓	
Experience of working collaboratively within a large organisation	✓	
Strong knowledge of GDPR / Data Protection laws	✓	
Professional Skills		
Excellent attention to detail	✓	
Excellent IT skills inclusive of Microsoft 365, specifically, Word, Excel, PowerPoint and Outlook	✓	
Ability to assess priorities, make decisions, influence and problem solve	✓	
Ability to manage conflicting demands	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate vision and inspire others	✓	
Ability to build effective working relationships with staff and other stakeholders	✓	

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Personal Qualities		
Willingness to learn and develop own skills and experience	✓	
Initiative, enthusiasm, resilience and commitment	✓	
Good time management skills	✓	
A willingness to work flexibly and change working practices in response to the changing needs of the Trust	✓	
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	✓	

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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 Trust's.

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.

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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 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 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 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.

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.

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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 Bentick 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.

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.

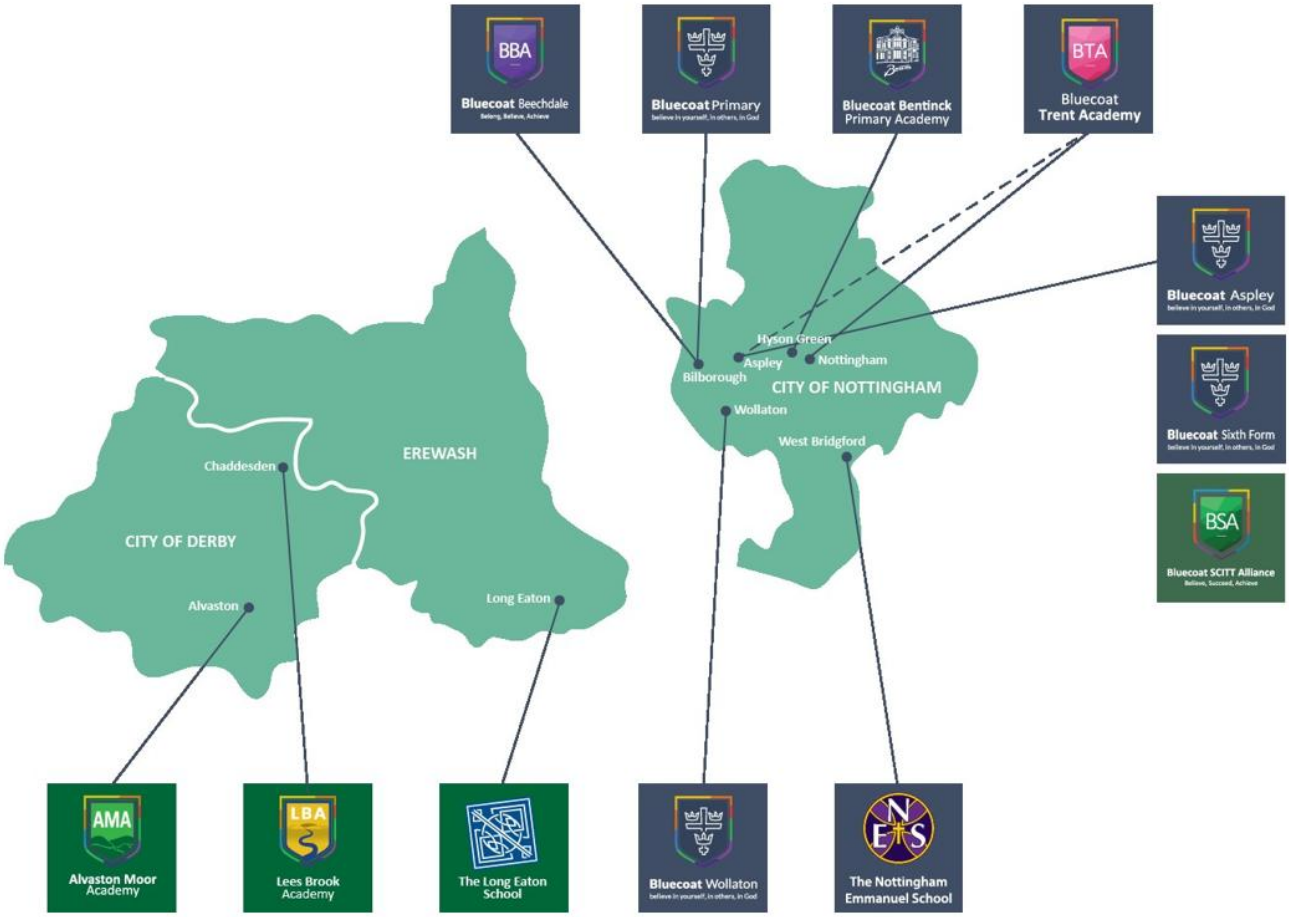
Alvaston Moor Academy

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.

The Long Eaton School

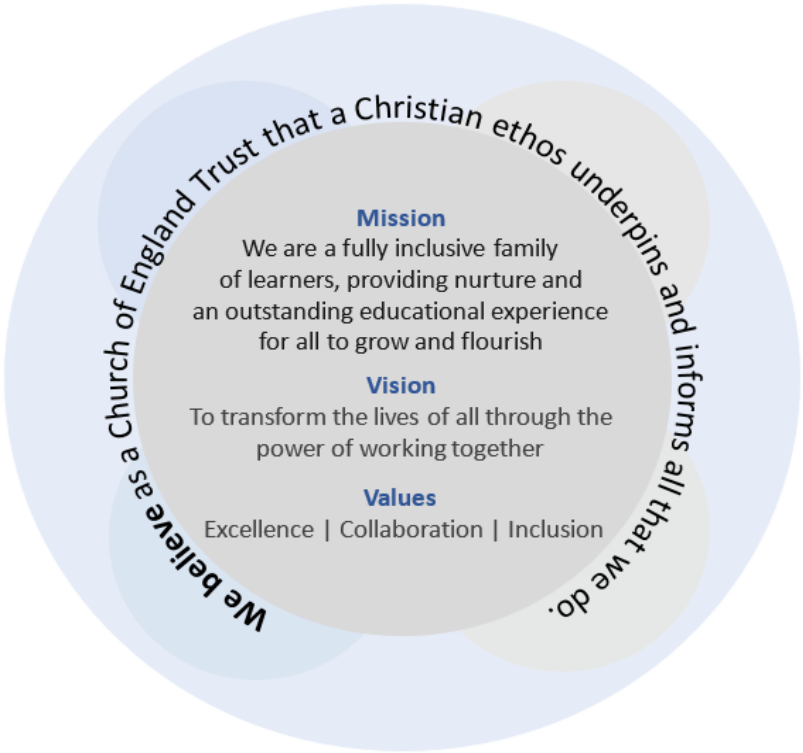
The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark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

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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