



DITTON PARK ACADEMY

Administration Assistant Recruitment Pack



Letter from the Principal

Dear Applicant

Thank you for your interest in the position of Administration Assistant at Ditton Park Academy.

This is a pivotal role within our academy, contributing significantly to its growth and future development. The successful candidate will join a team of highly motivated and talented colleagues who are committed to delivering excellence across all areas of the academy.

This is an exciting time to join us as we continue our journey towards achieving excellence in everything we do. This post will play a key part in realising our vision over the coming years while responding to the evolving challenges within education.

We are seeking an individual with the knowledge and skills to make a meaningful impact, who is also flexible, creative and passionate about education. The ideal candidate will have a proven track record of outstanding teaching, supporting our most vulnerable students, and building strong relationships with students, staff and parents.

Since opening in 2014, Ditton Park Academy has gone from strength to strength. Our reputation and success have led to discussions about a significant expansion to accommodate growing student numbers at Post-16.

In March 2023, Ofsted confirmed that we remain 'Good' with many outstanding features. We are proud that our commitment to continuous improvement has been consistently recognised, and we were delighted with the outcome of this recent inspection.

Our academy culture is built on a strong ethical foundation, core values, and an ethos that inspires individuals to develop as global citizens and strive to be the best they can be. Our four core values—**Self-Worth, Aspire, Success, and Honesty**—are embedded in every aspect of academy life.

We are looking for someone with integrity and a genuine commitment to improving the life chances of young people and adults, both within the academy and in the wider community.

If you would like to discuss the role further or arrange a visit, please do not hesitate to get in touch. We look forward to receiving your application.



Nick Caulfield
Principal

Application Process

The closing date for applications is **10am on Monday 16th March 2026**.

General Discussion

If you would like an informal conversation about the role or to arrange a visit, please contact the Principal's PA, Sue Patrick, s.patrick@dittonparkacademy.co.uk

How to Apply

Please complete the application form, ensuring you clearly address the person specification. Submit your completed form electronically to the Principal's PA, Sue Patrick, s.patrick@dittonparkacademy.co.uk by 10am on Monday 16th March 2026.

We strongly encourage early applications, as we reserve the right to close the vacancy and conduct interviews ahead of the deadline if we receive sufficient suitable applications.

All applications will be acknowledged upon receipt.



Our vision – “the future lies in the present”

To maximise potential in a nurturing and aspiring community providing opportunities to make positive contributions as global citizens, now and in the future.



- Deliver a high quality balanced, modern education using innovative teaching
- Develop happy, motivated young people, valued for their individual skills and abilities
- Equip our students for their futures, developing agile learners
- Prepare students for work through strategic partnerships spanning education, business and the community
- Allow students many opportunities to be imaginative, original and work together
- Understand and meet the learning needs of each student
- Provide a learning environment designed to inspire creativity and drive enterprise
- Provide first-class support structures to allow students from all backgrounds and circumstances to thrive



Priorities

Priority 1	Further Develop Students' Language
Priority 2	Improve Life Chances for All
Priority 3	Provide Bespoke Support for All Groups
Priority 4	Provide for Our community and Enhance their Sense of Belonging

Ethos and Culture

Curriculum

We provide a broad, rich, and engaging curriculum—supported by extensive extra-curricular opportunities—that is carefully planned to build knowledge and skills over time. Our approach maximises connections across subjects and ensures learning is relevant and inspiring. Teaching and learning are consistently good or better, driven by high-quality CPD, strong pedagogy, excellent subject knowledge, and effective support and challenge for all learners.

People

We prioritise staff wellbeing and professional growth, tackling unnecessary workload and offering clear pathways for development. Leadership opportunities for both staff and students are embedded throughout academy life. Students are encouraged to lead in the classroom, through the house system, extra-curricular activities, and formal student voice structures.

Culture

Ditton Park Academy is a great place to work and learn. Positive relationships underpin everything we do, fostering good behaviour, strong conduct, and high morale among staff and students. Every stakeholder has a voice and access to the support they need to succeed.

Community

We actively engage with our local community and work in partnership within and beyond the Trust. The academy serves as a community resource, offering a full programme of lettings and events. Our strong reputation adds value to the community and ensures we remain oversubscribed year after year.

Our commitment to self-evaluation, national and local priorities, and new educational initiatives is reflected in our students' academic success and the wellbeing of both students and staff.

Values

Self-Worth (High Expectations, Commitment to Learning, Happy, Confident, Belief)

Aspire (Dreams, Hard-working, Perseverance, Determination, Curiosity)

Success (Independence, Resilience, Achieve goals, Active citizens, Humility)

Honesty (Respect, Kindness, Trustworthy, Inclusive, Truthful)

Job Description – Administration Assistant

Ditton Park Academy is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary:	SCP Range Level 8-12 (FTE: £27,920 to £29,694) Actual will depend on experience and working hours
Working:	39 weeks term time (plus equivalent of 2 weeks during school holidays)
Hours:	Up to 37 hours per week, part-time will also be considered along with job share
Contract type:	Part-time permanent
Reporting to:	Office Manager

Main purpose

The administrative assistant/officer is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities

General administration

- Update manual and computerised record/information systems
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Support trips and visits administration
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Undertake training to provide initial First Aid triage to pupils, escalating to the Medical Administrator for any serious injury.

Attendance administration

- Support the accurate record of pupil attendance, producing reports as necessary
- Support with the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school
- To welcome all visitors warmly to the academy
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support their needs

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Finance

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents and carers
- Carry out financial administration in line with the school's procedures

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Undertake training to provide initial First Aid to pupils, escalating to the Medical Administrator for any serious injury.

General

- S/he shall attend academy events as required.
- S/he shall read and follow all relevant school policies and procedures

- S/he shall undertake training required to develop in the role
- S/he shall participate in academy emergencies, in conjunction with other members of staff, including the implementation of effective evacuation and search procedures as required.
- S/he shall seek, consider, and act upon professional support and advice as required.
- Be aware of and comply with legislation, school policies and procedures especially those relating to child protection and safeguarding, student welfare, health and safety, confidentiality and data protection.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Maintain professional relationships with all staff, students and parents/carers.
- Attend staff meetings and INSET days.
- Supervision of students out of lesson times, for example, duties.
- Accompany teaching staff and students on visits, trips and out of school activities.
- Be prepared to work flexible hours should the need arise.
-

Person specification

CRITERIA	QUALITIES
Qualifications and training	First aid training (or willingness to complete it) GCSE English and Maths (or equivalent) to at least Grade 5
Experience	Carrying out administrative tasks Dealing with face-to-face and telephone interactions Working with children or young people Working and collaborating within a team
Skills and knowledge	Good oral and written communications skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to use own initiative and take action accordingly Excellent attention to detail Ability to use IT packages including email, word processing, spreadsheets and presentation software Ability to use relevant office equipment effectively Ability to build effective working relationships with colleagues Understanding of data protection and confidentiality Understanding of safeguarding

Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well Deals with difficult situations effectively
---------------------------	--

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: February 2026

Next review date: Annually in line with Appraisal Cycle

Principal/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____



Ditton Park Academy is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references, and checks regarding suitability to work with children.