



Houlton School
Administration Assistant



Job Description and Person Specification

Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation**, **aspiration** and **excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school**.' I am the founding Principal of the academy, so make no apologies for the passion, commitment and high expectations I have for everyone and everything at our very special school.

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.



Michael McCulley
Principal

About the Role

Thank you for your interest in the position of Administration Assistant at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Houlton School is recruiting an Administration Assistant to support the business support team in ensuring the day to day running of the school office. You will enjoy support and guidance from a friendly team who work together and aim to give the best possible administration support to the school.

About the Business Support Team

The business support team at Houlton School is made up of our Executive Office Manager, PA to the Principal, Attendance Officer, Cover Team and Front of House Receptionist.

Why work for Houlton?

- A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.
- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	Administration Assistant
Contract	FT Permanent (8.00 – 4.00pm) Term Time Only + Five days NJC04 to NJC05 £24,404.00 to £24,790.00 FTE £21,155.80 to £21,490.42 <i>actual</i>
Responsible to:	Executive Office Manager
Key relationships/Liaison with:	Staff Pupils Parents
Job purpose:	Provides a full administrative service and clerical support to the Business Support Team. Work is governed by established processes/procedures and without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from the Executive Office Manager.

MAIN ROLE AND RESPONSIBILITIES:

Office Duties

- Support in pupil attendance information
- Maintain confidential pupil records/ inputting of data collection
- Manage manual and computerised MIS systems
- Handle incoming email and distribute appropriately
- Undertake routine clerical activities /duties as required and completing routine forms
- Prepare documents and oversee reprographics requests
- Oversee and report on travel plan for pupils to and from school

Records

- To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school
- Process and record children who arrive late, and leave during the school day
- To ensure full records are kept and filed appropriately
- To prepare relevant attendance certificates for individual pupils via SIMS reporting

Other

- Support Executive Office Manager & PA to the Principal in various administrative duties as and when delegated
- Administration of the on-call function as part of a wider rota
- Cover other areas of the Business Support Team in cases of staff absence

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Administration Assistant
Responsible to: Executive Office Manager

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Maths & English GCSE 4 or above A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook/Gmail 	<ul style="list-style-type: none"> Trained on SIMs software Trained on EduLink software
Experience	<ul style="list-style-type: none"> A minimum of 2 year's administrative experience Successful development and monitoring of administrative procedures and processes Experience of a high degree of professional autonomy in relation to the key areas of school administration 	<ul style="list-style-type: none"> Relevant experience working in a school or business administration environment
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Excellent numeracy and literacy skills Effective verbal and written communication skills Good time management skills Produce and process data and documents to ensure accurate reports and information Ability to organise own workload Ability to prioritise workload Ability to handle sensitive and confidential information and issues appropriately. Ability to self-evaluate learning needs and actively seek CPD 	<ul style="list-style-type: none"> Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection Ability to resolve complex problems, some of which are not covered by existing rules, procedures or instructions
Personal Qualities	<ul style="list-style-type: none"> Calm Confident Flexible Reliable Professional and confident 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 22 April 2025
- **Closing date:** 02 May 2025
- **Final shortlisting:** 07 May 2025
- **Final panel process:** 13 May 2025