



TLET Central

Administrative Assistant

Job Description and Person Specification



Welcome from the CEO

Thank you for expressing an interest in working for TLET. This recruitment pack sets out to give you an idea of what it is like to be part of the TLET family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across our organisation.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role.

Ultimately it matters to us that everyone who works for TLET feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.

Helen Stevenson
Chief Executive Officer

About the Role

Thank you for your interest in the position of Administrative Assistant at TLET.

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?

TLET is recruiting an enthusiastic, organised and professional Administrative Assistant to join the Trust's Central Team and provide high-quality administrative support across the Trust. Working closely with colleagues and under the direction of the Trust Lead – Governance, the successful candidate will play an important role in ensuring that the day-to-day administrative functions of the central team are well organised, efficient and responsive.

The role will provide a broad range of administrative and clerical support, including maintaining accurate records and filing systems, preparing correspondence and documents, managing routine enquiries, entering information onto Trust systems and supporting the effective organisation of meetings and events. The postholder will work collaboratively with colleagues across the Trust, our academies, governors and trustees, as well as external contacts and suppliers, ensuring that communication is professional, timely and effective.

This is an excellent opportunity for someone who is highly organised, has strong attention to detail and enjoys working as part of a busy and supportive team. The successful candidate will be approachable, helpful and able to manage competing priorities while maintaining a high standard of accuracy and confidentiality. They will be confident using Microsoft Office applications, particularly Word, Excel and Outlook, and will demonstrate a professional approach to handling sensitive information.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate individual with knowledge and experience of leadership, please apply now to be considered for an interview.

Why work for TLET?

- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing 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:	TLET Central Team
Job Title:	Administrative Assistant
Salary	NJC03 £25,614.00 FTE
Contract	37.5 hours per week (Part-time hours will be considered) 52 weeks Permanent
Responsible to:	Trust Lead - Governance
Key relationships/Liaison with:	Executive Team Department Leads Central Team Members Other Key Stakeholders
Job purpose:	- To provide efficient and professional administrative support to the Trust's central team, helping to ensure that day-to-day activities, communications and processes are organised and delivered effectively. - The postholder will work collaboratively with colleagues across the Trust and provide a high-quality administrative service to support the smooth running of the Trust and its academies.
MAIN ROLE AND RESPONSIBILITIES:	
- Provide general administrative and clerical support to members of the central team. - Maintain accurate electronic and paper-based records and filing systems. - Prepare documents, letters, reports, presentations and other correspondence as required. - Photocopy, scan, print and file documents. - Respond to telephone calls, emails and general enquiries in a professional and timely manner and distribute appropriately. - Enter information accurately onto Trust systems. - Liaise with staff across the Trust, schools, governors/trustees, suppliers and other external contacts as appropriate. - Handle confidential and sensitive information appropriately and in accordance with Trust policies and data protection requirements.	

- Undertake other reasonable administrative duties as required by the role.
- Welcome visitors and direct them to the appropriate member of staff.
- Help prepare meeting rooms and refreshments when required.
- Follow Trust policies, including confidentiality and data protection.
- Carry out any other reasonable administrative duties as requested by the line 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.

Safeguarding

TLET is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and other pre-employment checks.

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: Administrative Assistant
Responsible to: Trust Lead - Governance

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	• Maths & English GCSE 4 or above (or equivalent) • A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook	• Knowledge of safeguarding
Experience	• Previous experience in an administrative or office-based role • Successful development and monitoring of administrative procedures and processes • Experience of a high degree of professional autonomy in relation to the key areas of administration	• Relevant experience working in a school
Knowledge/Skills (Ability to)	• Excellent numeracy and literacy skills • Excellent organisational skills • Effective verbal and written communication skills • Good time management skills • Produce and process data and documents to ensure accurate reports and information	• Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection

	• Ability to maintain accurate records and pay attention to detail • Ability to organise own workload and determine priorities within the working day to meet deadlines • Ability to handle sensitive and confidential information and issues appropriately. • Ability to self-evaluate learning needs and actively seek CPD • Ability to work independently and as part of a team. • To establish good working relationships at all levels – SLT, Governors, board of trustees, colleagues	
Personal Qualities	• Creative, enthusiastic and proactive, keen to embrace new ideas and challenges • An excellent communicator with strong inter-personal skills • Is approachable, caring and empathetic with a helpful manner • Works well as part of a team • Shows a high level of enthusiasm, commitment and determination • Has professional integrity, even in times of pressure • Is flexible and listens	

	• Is prepared to seek advice and support • Ability to handle confidential information with discretion • Commitment to the values and ethos of the Trust • Self-motivated, shows initiative and able to priorities and manage time effectively • Comply with Trust policies and procedures, including those relating to safeguarding, health and safety, equality, data protection and information security • Contribute positively to the continued development and effectiveness of the Trusts central services	
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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:** 06 October 2026
- **Closing date:** 19 October 2026 (9am)
- **Final shortlisting:** 19 October 2026
- **Final panel process:** TBC