



Ashlawn School  
Administrator



ASHLAWN  
SCHOOL

Job Description and Person Specification

# Welcome from the Principal

**As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.**

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell  
**Principal**

# About the Role

Thank you for your interest in the position of Administrator at Ashlawn 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?**

This is an exciting opportunity for an experienced Administrator with a real can-do attitude. Reporting into our Cover Manager, you will be responsible for a wide range of administrative duties. This is a hands-on role working to established processes/procedures and without close supervision, other than that provided through working arrangements, methods and procedures. We are looking for someone who could multi-task and who seeks out ways of improving their own performance and that of others – a real self-starter.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Ashlawn?**

- A large bi-lateral school committed to supporting all members of the school community to succeed
- 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
- To be part of an 11-18 provision with opportunities to teach in the sixth form

## **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 Ashlawn. 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

<b>Academy/College:</b>	Ashlawn School
<b>Job Title:</b>	Administrator
<b>Salary:</b>	NJC06 £23,893.00 FTE Actual Salary: £20,436.00
<b>Contract:</b>	Monday to Friday 8am – 4pm Term Time plus 5 days Permanent
<b>Responsible to:</b>	Cover Manager
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>• Produce and edit the school's newsletter on Canva</li><li>• Populate and produce the achievements and certificates</li><li>• Trip administration</li><li>• Parents Evening administration</li><li>• Department letter distribution</li><li>• Maintain confidential Student records</li><li>• Manage computerised MIS Systems</li><li>• Prepare documents, letters and reports</li><li>• Ensure full records are kept and filed appropriately</li><li>• Provide general administrative support to the wider Administration Support Team</li><li>• Be multi-skilled in all other admin teams to assist in the absence of colleagues</li><li>• Be aware of and comply with the safeguarding policy, code of conduct, regulations and policies of the school and its commitment to equal opportunities</li></ul> <p>Transforming Lives Educational Trust is committed to safeguarding the welfare of children and expects all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the Trust.</p>	

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:** Administrator  
**Responsible to:** Cover 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
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSE at grade C or above (or equivalent)</li> <li>• NVQ3 or equivalent in related field e.g. NVQ 3 in Business Administration (or working towards)</li> <li>• Be willing to attend in-service training</li> </ul>	<ul style="list-style-type: none"> <li>• A level qualification or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good standard of written and spoken English</li> <li>• Proficient in the use of excel, word, outlook, MIS</li> <li>• Be able to communicate with a wide range of people – staff, pupils, parents, contractors &amp; visitors</li> <li>• Be able to organise their own and others work efficiently and to use their own initiative</li> <li>• Have a good telephone manner</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a school environment and/or use of the following systems;</li> <li>• SIMS</li> <li>• Edulink</li> <li>• Google Drive</li> <li>• Canva</li> <li>• ParentPay</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"> <li>• Be able to work highly effectively as part of a team and individually as required</li> <li>• Be sensitive to the needs of children</li> <li>• Be able to work calmly and effectively in a very busy environment</li> <li>• Be able to follow rigorous procedures in relation to general office systems</li> <li>• Be conscientious, enthusiastic and committed to the highest expectations</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Motivated, enthusiastic, flexible, friendly and helpful</li> <li>• Excellent interpersonal skills</li> <li>• Accurate with good attention to detail</li> <li>• Be flexible and adapt to changes and new technology</li> <li>• Good time management skills</li> <li>• Excellent attendance and punctuality</li> <li>• Commitment to and evidence of promoting all areas of safeguarding, pupil welfare, and health and safety at work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage and motivate others</li> </ul>
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**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).**

# 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](http://www.tlet.org.uk)).

Completed application forms should be emailed to [careers@tlet.org.uk](mailto: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](mailto: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:** 10 May 2024
- **Closing date:** 20 May 2024
- **Final shortlisting:** WC 20 May 2024
- **Final panel process:** TBC