



School Administrator

October/November 2025

37 hours per week, 39 weeks (Term-Time only plus 5 INSET days)

£ 21,565 – £22,397 (dependent on service and experience)



Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust as the **School Administrator** at Higham Lane North Academy.

This is an exciting and unique opportunity to be part of the opening and shaping of a brand new 11-16 school.

Our growing Trust currently consists of a diverse family of 5 schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We had a fifth school join us in September 2025.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope the job description and person specification provide you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes

Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

School Administrator



Are you seeking a career that is not only meaningful and purposeful but also has a lasting impact on children's lives?

Do you thrive in a dynamic, fast-paced environment where each day brings new challenges and opportunities?

Are you highly organised, adaptable, and skilled at communicating with a diverse range of individuals, including pupils, staff, and families?

If so, we have an exciting and rewarding opportunity for you to join the team of Nuneaton's brand-new secondary school as our School Administrator.

Main Purpose:

As a key member of the Administration Team, you will be at the heart of our school community, working closely with students, families, and staff to support the smooth and efficient day-to-day operations of the school from within our busy main office.

Each varied day will involve undertaking clerical operations for a wide range of tasks, operations and functions undertaken by the school. Willingness to complete first aid training will also be an advantage when applying for the role.



How to apply

Please complete the Application Form, as well as the Equality Details Form, that you will find on the School's website (www.hlina.co.uk) and email them to jobs@hlina.co.uk, indicating in the message title the post you are applying for. If you would like to have a chat about this post, please contact Kirstie Robinson, Headteacher on 024 75 106910

The closing date for applications is midday, Monday 20th October 2025 with Interviews likely to take place later that week. Please note that the school reserves the right to close the application process early if we identify suitable candidates. To avoid disappointment, please submit your application as soon as possible.

Please address the following points when completing the 'Additional Information' section of the application form: -

- Why you feel your personal qualities and experience make you an excellent candidate for this position.

About Higham Lane North Academy



‘Everyone will excel through our high expectations and high levels of care and support. Higham Lane North Academy is a school where everyone is included and everyone belongs.’

Kirstie Robinson
Headteacher

We are aspirational and ambitious for the children of Higham Lane North Academy. We are committed to, and believe very strongly, that our pupils are given the very best education with which to build the foundations of their futures. Our core values of wisdom, pride, integrity, compassion and kindness will be the foundation of every policy, interaction and decision at Higham Lane North Academy between all members of staff, pupils and within the community. The North Way, based on supportive routines and expectations for success will be palpable throughout the school, meaning that teachers can flourish and thrive as they educate our pupils to be the best they can be.

Why be a key part of Higham Lane North Academy?

We hold a strong commitment to supporting you to be the best that you can be as a professional. Not only will we continue to support your ongoing professional development, but we are unwavering in our commitment to provide you with the opportunity to be valued as an integral part of a team with your contributions recognized and celebrated within a culture of wisdom, pride, integrity, compassion and kindness.

The first year and beyond at Higham Lane North Academy

In the first year we will be a fairly small team of approximately 18 – 20 teaching and support staff. As more pupils join the school, inevitably the team will grow. The first year provides us with a unique opportunity to work closely together and beyond subjects to support each other.

Your Environment



The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that will provide high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that will be at the heart of the community. Our convenient location provides easy access from the new Northern Link road that will link new housing developments in the north and east of Nuneaton, from the A5, and by bus. There will also be a dedicated walking/cycling lane along the new access route and a secure compound for bike storage.

The impressive, state of the art facilities include:

- An impressive assembly hall
- A well-stocked library and learning space
- Designated staff work room areas with facilities
- IT-rich classrooms
- Spacious dining hall with outdoor canopy
- Drama studio
- Dance studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor sports hall
- Four outdoor tennis/basketball/volleyball/netball courts
- Four outdoor multi-use pitches for sports such as rugby, football and athletics plus a grass running track around the largest of these with capacity for field events
- Outdoor amphitheatre
- Separate optional entrance for children with SEND
- Designated SEND garden
- Meadow grass planting and flowering lawns creating an ecological corridor across the site



Duties and responsibilities



BROAD DESCRIPTION:

Working in the busy Reception/Student Services office providing clerical support for a wide range of tasks, operations and functions undertaken by the School.

Work is governed by established processes/procedures.

Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures.

Overall guidance and supervision will be from the PA to the Headteacher and Office Manager.

Responsibility for people (other than employees supervised/managed): The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has no or limited direct responsibility for financial resources other than occasional handling of typically small amounts of cash.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- To operate routine administrative systems and procedures to support the operations of the school.
- Undertake routine clerical activities/duties e.g. photocopying, filing, email and text messages.
- Deal with routine enquiries, providing general information about the school and its activities in person, by phone and email, text message or other appropriate forms of communication to students, parents/carers and/or staff.
- Send out routine communications, issue reminders and chase responses.
- Be a first point of contact for students and/or visitors to the site requiring help/support and referring them to other appropriate staff in school.
- Undertake word processing, generating standard letters.
- Receives some or all of parents/carers, contractors or similar, student visitors and deliveries/goods as well as dealing with associated administration (security badges, signing delivery notes).
- Showing visitors around when required.
- To collate, record, store and retrieve data and information as required.
- Use spreadsheets, formulae and data summarising techniques to produce information for other colleagues.
- Receive calls from parents, passing on messages to students, etc.
- Liaise with third parties to the school e.g. other schools, suppliers, parents/carers and other bodies/organisations.
- To organise meetings and events in liaison with other relevant officials and outside agencies / bodies as required.

- Operating switchboard when required.
- Have knowledge of SIMS to produce reports, particularly on student information, training can be given
- Ensure working areas are kept welcoming and tidy.
- To receive/ sort and distribute incoming/outgoing mail.
- To check and look after office equipment bringing any issues to the attention of the line manager.
- To raise orders/requisitions in accordance with approved procedures.
- Assist in the day-to-day administration of absence processes.
- Provide clerical support for other areas of the school, such as Attendance and Data.
- Take minutes of meetings as required.
- Willing to train as a school First Aider.

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties, and the candidate will be expected to undertake other duties considered commensurate with the role.



**Every child at HLNA will
have a champion.**



Person Specification



Essential	Desirable
Good literacy, numeracy and IT skills	Good knowledge of the school, its organisation, activities and policies.
To be able to analyse and interpret factual information to solve straightforward problems	Good knowledge of using SIMS to produce reports on students and similar information
To be able to communicate, in person and/or in writing, a variety of information to a range of people	Previous experience in a 'front-of-house' school role
To be able to use a keyboard with some precision and speed	Previous experience in administering student absence processes
The ability to work under pressure including meeting deadlines and dealing with interruptions	
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	
Experience of handling and processing manual or computerised information including the use of data summarising techniques and formulae	
To be able to use own initiative to independently help resolve problems and unexpected situations	
Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school.	
Good organisational skills	
Be able to stay calm and (on occasion) deal with difficult or aggressive visitors.	
Able to undertake routine work or work within established procedures but without close supervision. Can solve straightforward problems. Able to make some decisions involving the use of judgement.	

Higham Lane North Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Higham Lane North Academy is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.





[Contact Us](#)

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