



## **Welcome to the Link Academy Trust**

The Link Academy Trust incorporates the twenty three small schools of Bearnese, Branscombe, Broadhembury, Broadhempston, Cheriton Bishop, Diptford, Drake's, Farway, Harbertonford, Hennock, Ilsington, Landscope, Littleham, Morchard Bishop, Moretonhampstead, Otterton, Sparkwell, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor, Wolborough, Woodbury Salterton and Yeoford.

Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon, with Sparkwell All Saints primary near Plympton. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese and Wolborough are set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Branscombe, Broadhembury, Drake's, Farway, Littleham, Otterton and Woodbury Salterton are all situated in East Devon.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, East Devon and Mid Devon, have their own school board known as Local Advisory Committees. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

If you are interested in learning more about the Link Academy Trust, or would like to visit us, we would be very happy to show you around any of our Academies so that you can meet the children and staff.

Nicky Dunford, CEO

# Work for Us

## The Vacancy

### **Administrator – Diptford C of E Primary School**

**Permanent post to commence November 2024**

**Part time 20hrs per week, 8.30 – 12.30pm, term time only, 39 weeks per year plus holiday pay**

**To be paid on NJC Grade C £12.18ph - D £12.80ph – dependent on experience**

We are seeking to appoint a part time Administrator to join our strong admin team across the Trust. You will need to be a committed, hardworking and enthusiastic individual to be able to provide excellent receptionist duties and administrative support at our school. You will be the first person that visitors meet when they enter the school and therefore this is an important role. This is an integral position within the school with many different strands and areas of responsibility. You will work closely with the Academy Head and staff to ensure the smooth running of all aspects relating to the school as well as the Trust Central Business team for other finance and HR related matters. Being able to work to very tight deadlines and under pressure is key in being a successful administrator.

Loyalty and professionalism are key to working as part of a successful and growing team improving the life chances of our pupils and make every child feel 'special'. We want you to come and join our happy and positive learning environments where our consistent vision is that through collaboration we will always be 'Stronger Together'.

The Link Academy Trust provide you with the tools and support to develop your own expert knowledge and skills. You will be part of a proficient team dedicated to working to improve the outcomes for all our children, where your work life balance will be promoted. We offer you the support of clear systems, protocols, expectations and structures to help you to succeed as an administrator.

We are looking for a cheerful, motivated person who:

- Is able to work effectively with our staff team
- Is organised and works well under pressure
- Is personable, professional and welcoming to all visitors, pupils, parents and staff
- Has excellent verbal and written communication skills
- Has excellent ICT skills and able to use ICT to produce professional documentation
- Has a sense of humour, likes children and has a caring disposition

Previous experience of working in a school administration role is preferable, but full training will be provided. We have a Senior Support Administrator who would provide the initial induction and training necessary for the successful applicant. As a Trust of 23 schools the administrators work in locality hubs and the successful applicant would have the support of their local senior administrator who would be on hand to assist, as necessary.

**We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure and online Social Media check are required for this post.**

If you wish to visit prior to application, a warm welcome awaits you. Please contact the school office to make an appointment on 01548 821352.

**Please note it may be possible for the hours (i.e. start and finish times) to be amended slightly in relation to childcare etc, please mention at point of applying if you wish for this to be considered.**

Please see the school website to download an application form. [Diptford Church of England Primary School - Home](#)  
Please return your completed application to the Trust HR Operations Manager, Sue Howard [hr@thelink.academy](mailto:hr@thelink.academy)

Closing date: 15th November 2024 12noon

Interview date: tba

## **The Role**

Job Title: Academy Administrator  
Pay Scale: Grade C-D 39 Weeks per year  
Responsible to: Academy Head/Senior Administrator of Hub

### **Purpose of role**

- To provide a comprehensive administrative and organised support service to the Academy
- Have excellent knowledge of all office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the office in order to maintain the efficient running of the Academy
- To manage the procedures relating to pupil transfers, including CTF file processing
- To be responsible for managing and maintaining SIMS.net with regard to all pupil records
- To ensure the Single Central Record is kept up to date with employee, volunteer, contractors, governance and agency staff information
- Liaise with Trust HR Officer to ensure employee personnel files are maintained and any employment changes are actioned
- Ensure employee absences are recorded on HR programme, Selima.
- Work closely with Executive/Academy Head to monitor employee absences, trigger points reached and return to work meetings held
- Assist Executive/Academy Head with annual Phonics, KS1 & KS2 SATS returns via SIMS
- To be responsible for the administration of educational visits including residential trips
- To manage the collection, recording and banking of academy monies in accordance with the Trust's financial regulations
- School Dinner/Lettings/Visits & Trips/Preschool etc. money collection, balancing and banking
- Liaising with parents and ensuring information is disseminated to them
- Supporting teachers with planning and organizing Visits/Trips/Residentials etc.
- Collation and distribution of weekly newsletters/diaries
- Deal with all emails coming into academy admin address in a timely and appropriate way
- Keeping academy websites up to date with calendar of events etc. and liaising with staff to ensure all areas are kept up to date
- Ensure Trust Asset & Inventory register is kept up to date with the academy assets
- Maintain confidential pupil records
- Adhere to the Trust Records Retention and Disposal Policy in line with the General Data Protection Regulation (GDPR)
- Assist with Preschool headcount return paperwork and input data to Early Years portal, if applicable
- Processing orders on receipt of signed requisition form and raising purchase orders on HCSS for authorisation by Finance Officer. On delivery, check orders are received and sign invoice before passing to Finance Office for processing
- Maintain and Monitor Pupil Attendance via registers and SIMS and report to the Executive/Academy Head
- Weekly call points/arranging Fire Drills/Extinguisher checks/Flushing logs, in liaison with caretakers if applicable. Advise Trust Health & Safety coordinator of any issues arising in these areas or any statutory requirements necessary for three yearly H&S audit with Devon County Council

### **Key Tasks**

#### **Reception Duties**

- Receive all visitors to the academy in a friendly and professional manner ensuring they feel welcome and attended to
- Process children who arrive late and leave during the day for appointments/sickness etc.
- Process ID checks for all visitors in accordance with the Trust's Safeguarding procedures ensuring everyone is signed in and out and wearing the appropriate identification. Seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to the Executive/Academy Head any concerns which arise through contact with children in line with the Trust's 'anti-bullying' and 'child protection' policies
- Ensure all contractors visiting the site to carry out any intrusive works, sign to confirm sight of the academy's Asbestos Register
- Ensure all queries, either in person or by telephone, are dealt with swiftly and appropriately using tact and diplomacy at all times
- Ensure the answer-phone messages are checked early morning and then regularly during the day
- Take messages for staff and pupils and deliver as required
- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our pupils, data protection issues, General Data Protection Regulation (GDPR) and the need for strict confidentiality at all times

## **Admissions**

- To arrange prospective parent visits to the academy for the Executive/Academy Head
- To maintain pupil record folders, files and ensure information is entered onto SIMS
- Responsible for ensuring all school admission packs (Prospectus) are kept up-to-date and distributed
- Ensure Preschool admission packs are completed and returned to the academy, information to be updated onto the EY portal. Support parents with completing the forms and hasten parents where necessary
- To assist with preparation of information and records for forwarding on to appropriate secondary schools and other primary schools as necessary

## **Administration of Educational Visits**

- Responsible for the co-ordination of travel arrangements for trips
- Source the most competitive prices for coach bookings
- Administration of paperwork for school swimming lesson trips
- Administration of all trips, local, off-site and residential, including liaising with the Executive/Academy Head/Lead Teacher, venue, letters to parents, collection of monies, banking and accounting

## **Financial**

- Responsible for the collection and counting of all school monies and accurate and up-to-date recording of all monies received broken down by class trips, events, school dinners etc.
- Receipts to be issued for all monies received on a daily basis
- Banking records to be kept for a clear audit trail
- All monies held in the academy pending banking are kept in a secure location, safe, locked drawer etc.
- Responsible for completing Trip Costings Sheet

## **Welfare**

- To be responsible for maintain the records for administration of medicine to pupils and for administering medicine to pupils if required

## **General Administration**

- To maintain the diary, outlook calendar and website calendar
- Ensure the emails are checked every morning and then regularly thereafter during the day and forwarding messages to the appropriate staff
- Arrange appointments/parent meetings for the Executive/Academy Head and teaching staff as requested
- To compile letters/documents as requested by staff
- To be responsible for organising and managing the administrative procedures relating to pupil records. To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the deadlines
- To manage an effective computerized system for record keeping processes (SIMS.net) and to attend training courses as necessary to keep up to date with the systems
- To complete the termly pupil census and the SIMS.net end of year procedures that lead to the academy being promoted for the next academic year
- To assist with distribution of pupil reports if requested by the Executive/Academy Head
- To assist with supply cover for absent staff if requested/authorised by the Executive/Academy Head
- Manage the sale of school uniform to parents
- Distribute the incoming post after sorting it and be responsible for its administration
- Responsible for the administration of the supermarket 'saver' vouchers
- Responsible for the administration and organisation of photos to include:
  - Arranging photographer visits
  - Production of class/sibling lists if required
  - Collating any information relating to family requirements
  - Distributing photos and collecting monies

## **Other Duties**

- In the event of an emergency to adhere to the office evacuation procedures to assist with an accurate roll call
- To assist with the promotion of the academy through the sensitive dealings with children, parents and visitors at all times
- To maintain and monitor an appropriate level of stock control for office supplies
- Assist with dealing with lost property
- Any other duties as can be reasonable expected within the boundaries of the office
- Together with your line manager and Trust HR Officer, be responsible for identifying and agreeing your personal development/training needs via an annual appraisal process
- To attend half termly administrator meetings

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

**Safeguarding**

Safeguarding is the responsibility of all staff.

**Code of conduct:**

The trust expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct policy for employees.

**Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Disclosure Service Certification from the Disclosure and Barring Service:**

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service.



## Our Academies



**Bearnes** is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



**Branscombe** is a small village school set in wonderful countryside, close to the sea. The immediate environment is in itself a rich resource for learning. The school is a welcoming and happy place where children can learn in a secure and stimulating environment. Their values are based upon a Christian ethos focusing on trust, respect and openness and they set high standards for teaching and learning encouraging children to develop lively and enquiring minds. Branscombe staff show a caring attitude in everything they do and have strong links with the Parish church.



**Broadhembury** is in a beautiful village location with far reaching views across the countryside. The immediate environment is in itself a rich resource for learning. They have two classes which are very well equipped areas that enhance the learning environment and they want the children who attend to be able to make reasoned judgements and to apply themselves to the acquisition of knowledge and skills relevant to life in a rapidly changing world, encouraging them to develop an understanding of this world through the experience of a broad and balanced curriculum.



**Broadhempston** is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



**Cheriton Bishop** is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



**Diptford** is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



**Drake's** is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



**Farway** school aim to create an environment where children can develop a growing responsibility for their own learning, one where they can organise their own research and indeed learn how to learn. The school believe in nourishing the social, emotional and spiritual development of each child in order that they will be able to grow intellectually as well as personally to become happy members of society. Farway is situated in a beautiful valley 3 miles from the market town of Honiton, in an area of outstanding natural beauty. Their attractive grounds are surrounded by wonderful open countryside which provides a natural resource for learning.



**Harbertonford** is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



**Hennock** is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



**Ilsington** is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.



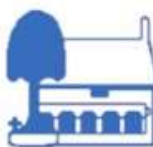
**Lanscove** is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Lanscove has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.



**Littleham C of E Primary School** is a proud Church of England school, where their foundation is built upon the pillars of aspiration, belonging, and compassion embracing a community spirit that thrives on Christian values. With expansive outdoor spaces, they encourage exploration, creativity, and a deep connection to the natural world. In addition to their main curriculum offer, their specialist Nurture Unit provides bespoke additional support for those who may need it. Littleham understand the importance of addressing each child's unique needs, ensuring that every student feels empowered to succeed.



**Morchard Bishop** is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



**Moretonhampstead** is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



**Otterton** is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



**Sparkwell** is located in a small village right on the edge of Dartmoor National park with stunning surrounding countryside. The environment at Sparkwell is described by Ofsted as 'calm and purposeful, with pupils across the school being focused, respectful and attentive. Effective pastoral support ensures that all pupils settle quickly and feel safe and happy'. Sparkwell is the small school with a big heart and even have resident Cavapoo, Luna, attending school a couple of days a week to help children socially and emotionally.



**Stoke Gabriel** is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



**Tedburn St Mary** prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



**Widecombe** is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school and surrounding community, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.



**Wolborough** is located in the town of Newton Abbot. Their aim is to serve the community by providing an education of the highest quality within the context of Christian belief and practice. The Dedicated staff at Wolborough will nurture a child's self-esteem along with a caring for others, create an inclusive school, help a child achieve his or her full potential in terms of creativity, self-expression and the acquisition of skills needed for future education and life and create a stimulating and happy environment built on a partnership.



**Woodbury Salterton** is a small village school catering for the needs of children between the ages of two and eleven and embrace working collaboratively to improve the outcomes for all children whilst retaining their unique Christian character. Every child is valued as an individual and encouraged to reach their potential within a setting where they are happy, well cared for and where they are kind and considerate towards each other. As a Church of England school we aim for the children to be nurtured in exploring faith by the Christian Values of the school and to make a positive contribution to their community.



**Yeoford** is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.