



**Office Administrator/ Attendance Officer**

**Thomas Gamuel Primary School**

**Information for Candidates**

**June 2025**

# Welcome from the CEO

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Dear Candidate,

Thank you for taking the time to apply for a role at the Lion Academy Trust. I am extremely proud of what our teams do on a daily basis - from teaching in classes that cater for the broadest range of needs and abilities through to the support teams that make sure that everything runs smoothly and ensures that our pupils, staff and visitors experience the very best of what primary-phase education can offer.

By seeking to engage with the Trust in applying for a new role, I would encourage you to explore our websites, social media feeds and where possible, speak to our staff about working for the Lion Academy Trust. We have high standards and expectations and work hard to make sure every pupil is afforded the education they deserve - but we cherish the staff we have and work as hard to ensure that we support and develop all our teams to achieve their full potential.

You will find all the details you need in the materials provided - if you are looking for an employer that will match and exceed your ambition to positively change the lives of the pupils and communities we serve, then the Lion Academy Trust may well be the employer for you.

Good luck on your journey to finding the right job and next steps in your career.



**Justin James**  
**Chief Executive Officer**

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# About the Trust

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The Lion Academy Trust was established in 2012 and has grown to run schools in London, Essex and Wellingborough. As a values-driven multi-academy trust, our moral foundations are the basis for the successes we have achieved:

## **The right to an outstanding education**

We believe that all children and students have the right to an outstanding education and access to outstanding facilities. Proven school improvement strategies and resources are deployed to meet local needs.

## **The relentless pursuit of excellence**

Our teams take responsibility to ensure that we deliver “good or better, every day”. Obstacles and barriers are overcome by clear, targeted support that drives the culture of sharing outstanding practice in the relentless pursuit of excellence.

## **Our pupils are the reason we exist**

Outstanding teaching and learning is central to every decision made and every development introduced. The Trust is tightly focused on pupils as our “stakeholders” and as the reason why the Trust and schools exist.

## **Centrally defined, locally implemented hubs of excellence**

Centralised design of pedagogy, policies and strategies are deployed via the three hubs with local relevance retained through transformative practice being implemented and developing communities of practice all working to achieve the same high standards and outcomes.

## **Investment in teams and practice is key to the transformation of education**

At the core of our ethos is the belief that investment in high-quality, bespoke training and development is critical to our continued ability to successfully transform education. This is to enable both staff and pupils to develop as individuals and as professionals in order to achieve excellence.

You will find that as a Trust and education service provider, we pride ourselves on the consistent application of what we can evidence that makes a difference; staff are measured by the impact they create, not the workload they manage. Our drive to make a tangible, positive difference in every community we serve, recognising the contribution and challenges our families can offer and are facing, means that we go beyond context or reasons ‘why not’ - and never lose sight of why we are here: every pupil in our schools.

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# About the School

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At Thomas Gamuel Primary school we live, work and learn through our five values:

- **ASPIRATION** – aspiring to be the best that we can be.
- **KINDNESS** – being kind to everybody – our peers, staff and the community.
- **RESPECT** – we listen to one another, we take feedback and we improve.
- **HONESTY** – we always tell the truth.
- **RESPONSIBILITY** – we take responsibility for our actions.

We are a popular and fully inclusive primary school and serve the community in the East London area. As a co-educational, two-form entry primary school.

As a school, we benefit from being part of the Lion Academy Trust and deploying the proven systems and pedagogies to inform how we operate. From the highly resilient IT infrastructure to the fully resourced and sequenced curriculum - we proudly function as part of the family of Trust schools and celebrate the opportunities that being part of a high performing trust afford us.

We are looking for an exceptional candidate to become a **School Administrator/Attendance Officer** at Thomas Gamuel Primary Primary school from **August 2025**. If you are ambitious, hardworking and are looking for progression as well as benefiting from research-based school improvement then this is the school to further develop your career. We are looking for an individual who is a passionate, committed and a confident practitioner. We want to recruit staff that engage and inspire both pupils and colleagues. Ideal candidates will be resilient, hardworking and willing to go the extra mile to ensure that our provision is 'Good or better, everyday'.

The opportunities, skills, professional development, school improvement understanding and knowledge added to the opportunities for career progression in Lion Academy Trust and the success of the Trust through its approaches and track record mean that candidates can develop into highly successful leaders.

As an employer, we are forward-thinking, caring and, most important of all, a happy school where pupils of all abilities and social backgrounds achieve. Our values are at the heart of everything we do and all decisions we make. Our pupils are well-behaved and always aspire to be “the best versions of themselves”. The Trust believes in no ceilings and staff are promoted and supported on their abilities, merit, effectiveness and commitment to our children, not on hierarchy or length of service.

Thank you for taking the time to complete your application - you will find all the answers to any questions you may have in the supporting documents. Good luck with your application.

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# Why work for the Lion Academy Trust?

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To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
- Actively implementing workload reduction measures around marking, lesson planning and data tracking;
- Paying staff to run clubs - and fully funding all after school clubs for our pupils;
- Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
- Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
- Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.

And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

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# Job Profile

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Job Details	
<b>Job title</b>	School Administrator/Attendance Officer
<b>School</b>	Thomas Gamuel Primary School
<b>Responsible to</b>	Office Manager and Senior Leadership Team
<b>Location</b>	Walthamsotw, London
<b>Salary</b>	Scale 4 Points 7-11 FTE £29,346 - £31,074 (pro rata 45.6 weeks of the year, 0.87 FTE - Term Time only plus 5 days during school holiday )
<b>Contract Type</b>	Permanent, Full time, Term Time only plus 5 days during school holiday

## Main purposes of the job

At the heart of the Lion Academy Trust is the belief that access to an outstanding education is a right for all our children and young people. To achieve this goal, we have a consistent and continuous focus on developing and implementing outstanding educational practices. We continue to develop innovative and better ways to transform schools into centres of teaching and learning excellence and, as our results show, our robust, quality-driven approach has brought proven results. The Lion Academy Trust is a rich multi-cultural communities and all the schools are either truly outstanding or very close to being so. We believe that that obstacles and barriers, both real and perceived, can be overcome by clear, strategic and targeted support that creates culture change based on sharing good and outstanding practice, collegiality, and a relentless pursuit of excellence. This underpins our high expectations and action and drives all our staff to provide rich opportunities for our children in order for them to reach the highest possible levels of attainment and achieve exceptionally well in all walks of life. We believe that outstanding teaching and learning must be central to every decision made and every development introduced. We are inclusive, caring schools where every child matters.

## General Responsibilities:

- To ensure that the reception desk is covered at all times.
  - To undertake initial responses to all enquiries from parent/carers, visitors or general public at reception stringently adhering to the school's safeguarding procedures.
  - To receive and relay promptly any telephone or other messages.
  - To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
  - Marketing the school by showing parents and visitors around.
  - To show awareness for the school's security at all times.
  - Manage specific computer modules.
  - To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.
  - At the discretion of the Head Teacher, to open and distribute incoming mail. Despatch outgoing mail, maintain supplies of stationery, postal stamps and assist with general postal/returns arrangements.
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- To advise parents/carers about M&S school uniform service and lost property.
- To co-ordinate appointments for Parents evening.
- Managing and monitoring stock processes.
- Monitor and manage school stock resources including general supplies, photocopier supplies and to include receipting and checking of all deliveries.
- Distribution of stock and deliveries.
- Welfare and medical duties as required. To carry out first aid in cases of accidents/injuries. To carry out associated administrative work, including contact with parents and completion of accident forms.
- To make the necessary arrangements for routine medical inspections in the school.
- To keep school notice boards in staffroom updated.
- Reception – visitor management, telephone and e-mail messages distribution.
- Provide routine clerical support e.g. photocopying, filing, e-mailing, complete standard forms, respond to routine correspondence.
- Assist the Data Manager with manual and computerised records e.g. Arbor.
- Undertake typing and word-processing.
- Undertake a variety of admin procedures.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other general office duties or school requirements as directed by the Head Teacher.

*This Job Profile is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust. Please also see the attached Job Description*

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# Person Specification

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

**Evidence:** A = Application Form, I = Interview, R = Reference.

Qualifications and Professional Development	Essential	Desirable	Evidence
GCSE – English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
Good numeracy and literacy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
Experience in a school administrative capacity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AI
<b>Experience and Professional Knowledge</b>			
Good ICT skills, including spreadsheets. Knowledge of Arbor software desirable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Maintaining accurate and up to date records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I
Typing, word processing and data handling.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AI
Ability to work under pressure and to deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR
An understanding of the school and school office environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I
Dealing with the public, face to face and via telephone and email.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR
Use of relevant school equipment/resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I
First Aid qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
<b>Personal Skills and Attributes</b>			
Commitment to the School's Equal Opportunities policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Commitment to undertake further training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Respect for the need for confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Good organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Good communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
An ability to prioritise own workload.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Ability to work as a member of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
Ability to deal sensitively with children, parents and visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R

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# How to Apply

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The closing date for applications is **11<sup>th</sup> July 2025 at 12.00pm** with interviews held **15<sup>th</sup> and 16<sup>th</sup> July 2025**.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about the role and an application form can be found [here](#). You must apply online.

For more information about this position or to have a confidential discussion about the role please contact **Nosheen Choudhary, HR Manager**, via [recruitment@thomasgamel.net](mailto:recruitment@thomasgamel.net)

Details about the school can be found at: <https://www.thomasgamel.net>

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS and medical checks. Online checks are also complete in line with KSCIE guidance.

***The Lion Academy Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children.***

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