



ALKERDEN
CHURCH OF ENGLAND ACADEMY

Working at Alkerden Church of England Academy

Join our Team



**For appointment of:
Office Manager**



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Welcome

Thank you for considering the opportunity to join Alkerden C of E Academy. We are thrilled to share details about our school, Aletheia Academies Trust, and the unique and rewarding opportunity this role offers.

At Alkerden, our motto, *'Each day provides opportunity for positive change'*, reflects the essence of who we are - an inclusive, hope-filled community grounded in our Christian ethos and welcoming to people of all faiths and none. For us, the school is more than just a place of learning; it's a cornerstone of our community, a hub of opportunity, and a catalyst for transformation.

We envision a school where the lives of young people, staff, and the wider community are enriched through shared values of inclusion, hope, and the celebration of individuality. Here, we honour the uniqueness of every individual while embracing the universal truths that unite us all.

Our commitment is to create a safe, nurturing, and vibrant environment where every pupil feels seen, valued, and inspired to achieve their very best. We believe in the boundless potential of every child and have crafted a curriculum designed to help them grow into expert learners and exceptional individuals.

At Alkerden C of E Academy, you will be part of a distinctive education campus dedicated to innovation and excellence, where the personal and academic growth of every child is at the centre of all we do. We are committed to working with all staff to develop potential and support personal, professional and career growth.

We look forward to welcoming educators who share our vision of fostering opportunity, celebrating diversity and building a brighter future for all.

CEO

Steve Carey

Co-Head of School

Sarah Prest

Co-Head of School

Laura Carey



Each Day Provides Opportunity for Positive Change

Alkerden Church of England Academy



Alkerden C of E Academy is currently being built within the Ebbsfleet Garden City development between Dartford and Gravesend. The school will open to 150 Year 7 students in 2025 in bespoke temporary buildings based on the permanent site. When fully opened in 2026, the academy will occupy an 11.1-hectare site, making it one of the largest educational facilities ever built in Kent and the central hub of this new community. The site will accommodate a nursery, a two-form entry primary phase, an eight-form entry secondary phase, a sixth-form campus, and an all-through Specialist Resource Provision (SRP). Alkerden C of E Academy will include exceptional facilities, such as 4G football pitches, an athletics track, music studios, advanced design and technology environments, industry-inspired science labs and commercial sports and social spaces. Being an Alkerden student not only allows learners to access state-of-the-art facilities but also to be part of the wider Aletheia family.

Alkerden C of E Academy has a unique place in the educational landscape, having been designated as an all-through learning campus. This designation offers a great advantage allowing a shared philosophy and ethos which ensures that there is greater consistency around expectations, pedagogy and the cultural ethos of the school throughout the student experience. It also means that staff are fully experienced in working with children of all ages, which eliminates many of the traditional challenges faced at point of transition. Having all ages on site enables older pupils to act as mentors for younger children and primary age pupils benefit from having specialist teaching (science, arts, PE and languages) and sharing sports facilities that stand-alone primaries cannot offer.

Alkerden C of E Academy is committed to the principle of inclusion. Our mission is to provide a broad and balanced curriculum, meeting all statutory requirements, and enshrining our vision of opportunity and achievement within a positive and welcoming learning environment. Through our innovative curriculum and our desire to enable the best teachers, working with the best learners, we will inspire in our pupils a love of learning that will stay with them long after they reach the school leaving age.

We believe in encouraging each pupil to have high self-esteem and to realise that, by believing in themselves and through hard work, they can reach their true potential. As the academy grows so will the extended Alkerden curriculum providing multiple opportunities for self-growth. Each subject area has developed a curriculum journey which spans the time that children enter the school in reception to the moment they leave at the end of year 13. The curriculum is inclusive and supports our pupils to develop and flourish through our belief that every child can excel through exposure to the best of what has been thought and said. Staff are trained in innovative and collaborative pedagogical approaches to provide the greatest support for learning. Pupils are assessed to check that they know and remember key knowledge and the extent to which they can reason with and use this knowledge to excel in each subject area.



**As a comprehensive school
our curriculum rightly
provides the opportunity
for all to succeed.**

Staff Benefits



**We value every one of our employees and want to give back as much as possible.
To show our appreciation, we offer a range of perks and benefits as outlined below:**



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Job Description

Job Title	Office Manager
Location	Alkerden Village, Ebbsfleet Garden City
Duration	Permanent
Work Hours	Full-time, Term Time Only
Reporting to	Co-heads of School
Salary	Kent Range 7
Pension	Local Government Pension Scheme
Starting date	ASAP



The Role

Are you ready to make a lasting impact in a thriving, diverse new school where every child's potential is celebrated?

We are seeking a dynamic and highly organised Office Manager to lead the administrative functions of our brand-new school at the centre of a growing and vibrant community.

This is a unique opportunity to shape and develop office procedures, systems, and culture from the ground up, ensuring the smooth and efficient operation of our school's administrative and support services.

Alkerden C of E Academy is an exciting new school that will begin its journey with just 150 Year 7 students in its opening year, scaling to approximately 2,000 students from nursery through Reception to Year 13 once fully established. As part of our committed and supportive team, you will play a pivotal role in shaping the culture, organisational systems, and future of our school.

Your role will be crucial in providing excellent reception services and supporting the administration and day-to-day operations of the school. As a key part of our team, your organisational expertise will help make our vision of excellence, inclusion, and innovation a reality. You'll be joining a team that is passionate about offering a nurturing and inclusive environment where every child's strengths are celebrated, and they are encouraged to reach their full potential.

If you thrive in a collaborative and supportive work environment and want to help us shape a welcoming, inclusive environment for both students and the wider community we would love to hear from you.

Key Responsibilities



Office & Administration Leadership

- ♥ Establish and manage the day-to-day operations of the school office, ensuring a welcoming and efficient front-facing service for parents, staff, and visitors
- ♥ Develop and implement administrative systems, policies, and procedures to support the smooth running of the school
- ♥ Maintain accurate records, databases, and school files in line with data protection and safeguarding regulations
- ♥ Manage school communications, including handling correspondence, phone calls, emails, and working in conjunction with the central media team on website updates and social media
- ♥ Coordinate school events, meetings, and appointments, ensuring all arrangements are efficiently handled
- ♥ Provide administration support in relation to Free School Meals provisions
- ♥ Support with the school's admissions process, including new admissions and overseeing waiting lists for all year groups
- ♥ Update and maintain Arbor with staff and student data
- ♥ Monitor pupil attendance, ensuring Arbor is updated daily, investigating any missing data with class teachers, and following up with parents and carers where necessary
- ♥ Ensure safeguarding responsibilities are achieved by making sure that staff and visitors are correctly signed in and out of the school
- ♥ Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- ♥ Oversee the school events calendar and home school communications

Community Engagement

- ♥ Foster positive relationships with families and local stakeholders, promoting the school's vision and values
- ♥ Develop effective communication strategies to keep the school community informed and engaged
- ♥ Organise and support community and school events to strengthen local partnerships



Finance & HR Administration

- ♥ Process orders, and school payments, ensuring compliance with financial policies.
- ♥ Oversee lettings bookings
- ♥ Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- ♥ Oversee staff and volunteer DBS checks and safeguarding compliance in line with school policies
- ♥ Maintain a single central register for all adults within school (staff, volunteers, governors & contractors etc.)
- ♥ Record staff absence coordinate cover and supply arrangement checks including liaising with agencies regarding temporary staff
- ♥ Support with organising in school interviews and induction when required

Facilities and Health & Safety

- ♥ Ensure the school office operates in compliance with health and safety regulations
- ♥ Support site management with building maintenance and security procedures
- ♥ Act as the first point of contact for emergencies, coordinating response procedures as needed
- ♥ Oversee the site team in prioritising the work around the site in accordance with the School Improvement Plan and Asset Management Plan
- ♥ Ensure staff and visitors comply with health and safety requirements
- ♥ Ensure all appropriate health and safety risk assessments are undertaken and monitored (i.e. electrical checks, fire risk assessment etc.)
- ♥ Ensure appropriate accident recording and reporting mechanisms are in place
- ♥ In conjunction with the Headteacher and caretakers, establish appropriate emergency procedures and contingency plans in case of emergencies including power cuts, flooding and fire

Further Responsibilities

- ♥ To warmly welcome all visitors to the school and ensure a positive reception environment
- ♥ Respond to reception and visitor enquiries in a timely and professional manner
- ♥ Provide general administrative and organisational services to the school and senior leaders, including arranging, attending and minuting meetings for senior leaders, as requested
- ♥ Liaise with pupils, parents/carers as well as staff members and external agencies
- ♥ Analyse and evaluate data and information and run reports
- ♥ Process forms, returns, etc, including those to outside agencies
- ♥ Contribute to the planning and development of administrative procedures and systems
- ♥ Be First Aid trained and administer First Aid for children requiring it
- ♥ Line manage the Administration team ensuring the smooth and effective running of the school office and all administrative and communicative systems

Person Specification



E D

Qualifications and Experience

Educated to NVQ2 or equivalent
 Proven administration experience
 Experience of managing a team
 Experience of using ARBOR
 Qualified First Aider (*or willing to undergo training*)
 Experience working in a school

X
 X
 X
 X
 X
 X

Skills and Knowledge

Excellent communication skills, both verbal and written for dealing with a range of individuals
 Ability to work to deadlines
 Ability to be empathetic with students
 Good general ICT skills, including experience of Microsoft Word
 Ability to create good relationships with pupils, staff and parents

X
 X
 X
 X
 X

Personal Qualities

Committed to safeguarding and promoting the welfare of children.
 Have good personal organisation.
 Be positive, creative, and energetic, committed to making our new school a model of outstanding practice.
 Committed to continuing professional development.
 Commitment to the aims of the school and the wider Trust.
 Have a good sense of humour and a high level of emotional intelligence.
 A flexible approach.
 Ability to build and sustain effective working relationships.
 Ability to demonstrate enthusiasm and sensitivity while working with others.
 Ability to make considered decisions.

All Essential Criteria

E = Essential D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a meeting before making the decision to apply for the post, please contact:

Jo Barker-Platt, Director of People & Culture

barker-plattj@aletheiastrust.org.uk

01474 531 495

To apply for this role, please visit MyNewTerm:

[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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(from September 2025)

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