



**ALKERDEN**  
CHURCH OF ENGLAND ACADEMY

Working at Alkerden Church of England Academy

# Join our Team



For Appointment of:  
School Receptionist & Administrator



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 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.**



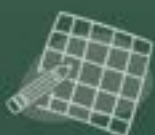
Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



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

<b>Job Title</b>	School Receptionist & Administrator
<b>Location</b>	Alkerden Village, Ebbsfleet Garden City
<b>Duration</b>	Permanent
<b>Work Hours</b>	Term Time + Inset Days
<b>Reporting to</b>	Office Manager
<b>Salary</b>	AAT C.5 - AAT C.7 (FTE £25,252 - £26,262)
<b>Pension</b>	Local Government Pension Scheme
<b>Starting date</b>	September 2025



## Role Overview

Alkerden Church of England Academy is seeking a professional, welcoming, and proactive School Receptionist and Administrator to join our founding team. As an all-through school rooted in a Christian ethos of inclusion and hope, we are committed to creating a nurturing and supportive environment for every member of our school community.

You will be joining a collaborative and supportive team that values professionalism and continuous development. As part of our staff, you will benefit from high-quality CPD opportunities to support your personal and professional growth, equipping you with the tools to thrive in a dynamic and evolving educational setting.

## Purpose of the Role

In this pivotal front-of-house role, you will be the first point of contact for pupils, parents, staff, and visitors, helping to create a warm and efficient school environment. You will also provide essential administrative support across the school, contributing to the smooth day-to-day operations and supporting the wider team.

This role is central to the professional and community-focused environment of Alkerden Academy. The successful candidate will demonstrate warmth, discretion, initiative, and a commitment to supporting the aspirations and wellbeing of our students and families.



# Key Responsibilities



- Be the first point of contact for Alkerden CE Academy, ensuring all visitors, students, and stakeholders are greeted warmly and professionally
- Deliver efficient administrative support for school operations, including coordination of clubs, trips, and after-school events
- Maintain effective communication with pupils, parents/carers, and staff across the Academy
- Liaise confidently with external agencies and partners
- Analyse and evaluate student and school data to produce reports for leadership as needed
- Monitor student attendance daily, contacting families as necessary and supporting the pastoral leader in identifying trends and concerns
- Provide proactive administrative assistance to the Co-Heads of school and senior leaders, managing schedules, documentation and correspondence
- Organise and minute staff meetings and parent forums as required
- Work with relevant staff to coordinate school events, such as open evenings, transition days etc
- Manage the Academy's electronic parent communication platform, ensuring messages are timely and relevant
- Process returns, documentation, and reports for external agencies (e.g., KCC, DfE)
- Assist with the development and continuous improvement of the Academy's administrative systems
- Handle general reception enquiries and ensure all safeguarding procedures are followed
- Coordinate arrangements for school trips, educational visits, and external guest speakers
- Support with safer recruitment checks, including DBS administration
- Collate and distribute the Academy's newsletter for parents and carers
- Manage a limited stock of stationery and other administrative supplies within an agreed budget
- Administer uniform sales and support associated financial processes
- Manage petty cash, ensuring accurate records and investigating discrepancies where needed





## Essential

- NVQ Level 2 or equivalent
- Experience of front-of-house reception duties in a professional setting
- Experience of using administrative systems in an office environment
- Experience handling confidential and sensitive information
- Excellent front-of-house interpersonal and communication skills
- Good literacy and numeracy skills
- Confident in Microsoft Office applications (Word, Excel, Outlook, etc.)
- Ability to produce a range of standard and non-standard documents/reports
- Strong organisational and administrative skills
- Able to develop and maintain effective filing systems (digital and paper-based)
- Ability to prioritise workload and meet deadlines under pressure
- Ability to take accurate notes and minutes of meetings
- Able to track actions and follow up tasks using initiative
- Skilled in arranging and coordinating meetings and appointments
- Ability to investigate and resolve queries or anomalies independently
- Commitment to equality, diversity, and inclusion and safeguarding
- Familiarity with administrative procedures and ICT systems
- Understanding of data protection, confidentiality, and GDPR compliance
- Knowledge of management information systems
- Understanding of health and safety regulations
- An openness to learning new systems and skills

## Desirable

- Experience within an educational setting
- Awareness of the School Record Retention Policy and FOI protocols
- Knowledge of various IT systems relevant to school administration
- Understanding of health and safety regulations relevant to school settings

# How to Apply



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

Jo Barker-Platt, Director of People & Culture

[barker-plattj@aletheiatrust.org.uk](mailto:barker-plattj@aletheiatrust.org.uk)

01474 531 495

To apply for this role, please visit MyNewTerm:

[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to 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 inductions 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

### **Alkerden CofE Academy**

Colyer Drive, Alkerden,  
Ebbsfleet Valley,  
Kent, DA10 1HN

*(from September 2025)*

### **Unique Reference Number:**

150538

### **Telephone:**

01474 533 082

### **Website:**

[alkerdencofeacademy.co.uk](http://alkerdencofeacademy.co.uk)

### **Email:**

[HR@aletheiatruster.org.uk](mailto:HR@aletheiatruster.org.uk)