

Receptionist and Administration Assistant



New Line Learning Academy
Believe and Achieve

New Line Learning Academy



Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



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Welcome from the Head of School

Gary Cook
BA (Hons)



At New Line Learning Academy, we are proud to be at the heart of our community. The strong sense of belonging within our school reflects this belief and strengthens our collective spirit.

We foster a supportive and inclusive environment where every student is encouraged to *Believe and Achieve*. The wellbeing of our students is at the centre of everything we do, and we are committed to ensuring that every individual feels valued, respected, and empowered.

Our mission is to inspire academic excellence, nurture ambition, and provide exceptional experiences that help every student reach their full potential.

Our modern facilities—including dedicated spaces for drama, music, dance, sport, science, and ICT—enable us to offer a rich, personalised, and engaging learning experience.

At New Line Learning Academy, our values are brought to life every day. Our students are *Ready* to learn, *Respectful* of others, and thrive in a *Safe* and purposeful environment. These core principles underpin all that we do and help shape well-rounded, confident individuals.

We are also proud to be part of **Future Schools Trust**, a forward-thinking and supportive family of schools committed to collaboration, innovation, and professional growth. Staff at New Line Learning Academy benefit from high-quality professional development, opportunities to work across schools within the trust, and a culture that values wellbeing, teamwork, and continuous improvement. Whether you're starting your career or looking to take the next step, you'll find a welcoming and ambitious environment where your contribution is genuinely valued.

It is a privilege and an honour to lead such an exceptional school. I look forward to continuing our journey together and working closely with our community to help every student thrive and succeed.

Post:	Receptionist and Administration Assistant
School:	New Line Learning Academy
Department:	Support
Responsible to:	Office Manager
Salary:	FST Grade D - £20,727 prorata (£24,514 FTE)

We are currently seeking a highly organised and personable individual to join our team as a Receptionist and Administration Assistant. This role plays a pivotal part in ensuring the smooth operation of our school's administrative functions and providing a welcoming atmosphere for students, parents, and staff.

Main duties and responsibilities

- Act as first point of contact for all visitors to the school at all times promoting a positive, welcoming and happy image of the school.
- Ensure all visitors sign in and out of the premises, ensuring compliance with vetting and safeguarding procedures and other related school policies. Direct all visitors to their destination, liaising with the appropriate member of staff upon their arrival.
- Answer all incoming calls in a professional, efficient, prompt manner filtering enquiries as appropriate, taking and passing on accurate messages.
- Receive and route incoming mail and courier packages in a timely manner.
- Provide full administrative support for members of staff as designated by the Office Manager or appropriate members of staff.
- Ensure that the reception waiting area is tidy and welcoming for visitors to the school.
- Deal with routine queries and issues from pupils where appropriate and liaise with Student Support Managers where necessary in relation to pupil needs.
- Direct and respond to incoming emails received via the main general school email account, ensuring responses are in-line with academy procedures.
- Assist in the maintenance of the SIMS database in relation to the accuracy of data, admissions, data collection sheets and uploading pupil photograph.
- Review transactions made via Parent Pay and allocate uniform and equipment to pupils as required, ensuring documentation is updated in line with academy procedures.
- Provide day-to-day support to the Attendance Officer as directed - for example, entering paper registers onto SIMS when required, recording students leaving and entering the school.
- Support the production of the weekly parent newsletter and the end of term newsletter, providing information to the designated SLT member as required.

- Prepare documentation as required, (such as but not limited to), copying, laminating, binding, prepare weekly certificates, producing booklets and postcards.
- Undertake other reasonable duties, commensurate to the level of this position, as directed by the Leadership Team and Office Manager.

Act as first point of contact on the telephone and for all visitors to the school. Perform the reception duties in an efficient, professional and courteous manner at all times. Provide a diverse range of administrative duties as required to ensure the effective running of the school administration.

Person Specification

- Experience within an administrative environment.
- Excellent interpersonal and customer service skills, including excellent telephone manner.
- Ability to work on own initiative, work without supervision, and under pressure.
- Confident, Calm and unflappable
- Ability to prioritise work and ensure deadlines are met.
- Ability to maintain a professional approach and create a welcoming atmosphere for all stakeholders.
- Organised and efficient.
- Strong IT skills, particularly in Microsoft Office.
- Willingness to undertake first aid qualification

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet

BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Application forms can be downloaded from:
www.futureschoolstrust.com/download

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet'. The signature is fluid and cursive, written over a light blue abstract background shape.

Isabelle Linney-Drouet
Chief Executive Officer

Application:

Only applications submitted by the school application process will be considered, we are unable to accept CVs. Application forms should be downloaded here: www.futureschoolstrust.com/download ,completed and uploaded on the vacancy page.

More information:

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email: recruitment@futureschoolstrust.com and arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

Only applications submitted by the school application process will be considered, we are unable to accept CVs. All posts are subject to an Enhanced DBS Disclosure. Future Schools Trust is an equal opportunities employer.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other benefits:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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