



THE
**ROBERT
NAPIER**
SCHOOL

Administration Assistant – Admissions

Candidate Application Pack

A **Beyond** ACADEMY
SCHOOLS TRUST

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Message from Jenny Tomkins, Headteacher

Welcome and thank you for your interest in the role of **Administration Assistant - Admissions** at The Robert Napier School, part of the Beyond Schools Trust.

At The Robert Napier School, raising aspirations and creating a strong sense of belonging begins long before a student ever steps into a classroom. Our admissions process plays a crucial role in shaping first impressions, supporting families and ensuring that every child's journey into our school is positive, well-managed, and inclusive.

This is a pivotal role within our administrative team and one that sits at the heart of the school's day-to-day operation. We are ideally seeking someone with experience of working within a school environment and a sound understanding of the secondary admissions process. The role involves overseeing in-year admissions; an increasingly significant aspect of our work given the high levels of mobility and migration within Medway, alongside supporting the all-important transition of students into Year 7 each September.

The successful candidate will be a self-starting, organised and resilient individual who is confident working independently, able to prioritise effectively and remain calm under pressure. We are keen to appoint someone who is not afraid to challenge the status quo, bring fresh thinking and energy to the role, and help us continually improve the way we support students and families at key points of transition.

You will be joining a dedicated and supportive administrative team who work collaboratively, take pride in their roles, and understand the importance of professionalism, accuracy and discretion. Strong relationships, clear communication, and a shared commitment to doing the very best for our students underpin everything we do.

More broadly, the school itself is entering an exciting new chapter. Following a period of rigorous review, strategic change and improving outcomes, we are well positioned to continue building momentum. It is both a privilege and a responsibility to lead this vibrant and historic community school into its next phase of growth.

I strongly encourage you to visit us and experience first-hand the positivity, ambition and sense of community that make The Robert Napier School such a special place to work and learn. I am more than happy to meet and discuss with potential candidates.

Should you wish to arrange a visit or have any further enquiries, please do not hesitate to get in touch using the contact details provided in this pack.

Jenny Tomkins
Headteacher



About The Robert Napier School



Learning Today – Beyond Tomorrow sets the tone for our seven-year learning journey. We seek to engender the school values of **Kindness, Respect, Courage, Resilience, Responsibility, and Fairness** in all our students' behaviours, ensuring they are ready to contribute positively to their community beyond our doors. All staff play a central role in shaping this journey, supporting students to take ownership of their learning and success, and making the most of the many opportunities afforded by the school.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with the Robert Napier School, the Trust is made up of 4 other secondary schools and 5 Primary Schools all located within an 8-mile radius. The schools work closely together as a family of schools to provide an outstanding education experience for the children of Kent Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach all of which is aimed to ease your transition into the school.



Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

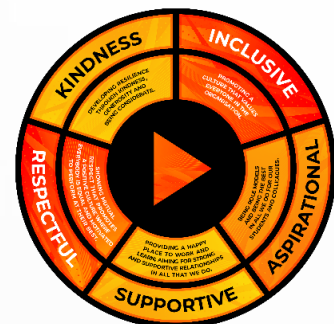
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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Job Description – Administration Assistant – Admissions

Reporting to: Operations Manager
Salary: Trust Salary Scale, Points 06 - 19
Location: The Robert Napier School, Third Avenue, Gillingham

Job Purpose

To support the efficient management of the school's student admissions process and maintain accurate pupil records. The role involves assisting with applications, communicating with parents and carers, coordinating admission documentation, and ensuring compliance with school policies and local authority regulations. The individual should help ensure that admissions are processed smoothly, data is recorded correctly, and families receive clear information and support throughout the enrolment process.

Duties & Responsibilities

- Keeping computer records updated and ensuring procedures are adhered to when information needs changing (e.g., updating contact details for students), that the Data Protection Act is complied with, and documents are filed promptly
- Produce and collate paperwork relating to internal and external suspensions
- Collate information and prepare packs for Governor Disciplinary Panel meetings
- Data input and assisting with the recording of Student Attendance
- Complying with the safeguarding procedures for students at all times whilst carrying out duties (e.g., ensure students have valid reasons for leaving the school, check permissions etc.)
- Taking and relaying accurate and timely messages from telephone calls and answering queries where possible, in line with the agreed service standards
- Typing and setting up documents such as letters and reports and assist in the coordination and production of reports and statistical data where required for teachers & external agencies (such as the Local Authority)
- Reception duties (when required) – dealing with enquiries where appropriate and being the first point of contact for people visiting the school. Dealing with student queries as and when required (e.g., timetables, lost property, phone calls home etc.) Adhering to the previously agreed Telephony & Reception service standards
- On occasion participate in Open Evenings, Presentation Evenings and New Parents Evenings and the public examination days/results days (if required)
- Be part of the First Aid Team (In school training to be arranged)
- Complying with The Robert Napier School Office Service Standards previously agreed
- To carry out any other reasonable duties and responsibilities within the job role, commensurate with the grading and level of responsibilities of the post deemed necessary by the Senior Administrator and/or other Senior Leadership Team members.



Staff Development

- To engage with the trust's commitment to the Beyond School's Trust, Lead Framework. A key part of our Professional Growth initiative. The LEAD framework is designed as the DNA of leadership to help everyone of us grow, lead and make a real difference – whatever your role in the trust.
- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our Professional Growth Model—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from ongoing professional development, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a high-performing, empowered workforce focused on improving outcomes for all pupils through shared learning and growth.

Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.



ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



Person Specification

Skills & Abilities	Essential	Desirable
Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines	✓	
Minimum GCSE at level A – C in English and mathematics (or equivalent)	✓	
Have an ICT certification to support word processing skills, database and spreadsheet skill, or the relevant experience	✓	
Previous experience of working with children, child protection training up to date		✓
Willingness and motivation to develop own skills and proficiency	✓	
First Aid in work qualification		✓
Ability to be flexible and respond effectively to the 'unexpected'	✓	
Ability to communicate and interact effectively with adults and children and young people	✓	
Awareness of sensitive information and the need for confidentiality	✓	
Ability to follow directions given by Line Manager and Head Teacher	✓	
Good Organisational skills	✓	
An understanding of school systems, procedures, and policies		✓
An understanding of the principles of Safeguarding	✓	

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check



Summary of Terms & Conditions

Start date:	ASAP
Contract Type:	Full-Time, Permanent
Place of Work:	The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX
Hours & days of work:	37 Hours Per Week / Monday – Friday / Term Time + 5 Days Monday - Friday 08:00-16:00 - includes a 30-minute unpaid lunch break.
Salary:	Trust Salary Scale, Points 06 -19 (£25,989 - £32,061 FTE) Actual Salary Between £22,353 - £27,576
Holiday:	Entitlement of 26 days annual leave rising to 30 days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract
Induction Period:	This post has a 6-month induction period.
Pension:	Membership of the Local Government Pension for support staff
Notice period:	One month to be worked during term-time
Car insurance:	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



Benefits

Care First: Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

Benenden Healthcare: Non- contributory membership of Benenden Healthcare Scheme. which includes immediate family access to 24/7 GP service.

Professional Growth: *“We don’t appraise. We grow”* We believe professional growth is not a once a year event but an everyday commitment. That’s why we’ve replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils

Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

“It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment”

“The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed”.



"I have learned so much during these workshops and I am extremely grateful for them"

"Learning the skills to become an effective leader for when I become a middle leader"

"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".

Staff Wellbeing:

Whole Trust approach to well-being.

Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1st April 2026 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £18,400	5.5%
£18,401 to £29,000	5.8%
£29,001 to £47,300	6.5%
£47,301 to £59,800	6.8%
£59,801 to £84,000	8.5%
£84,001 to £119,100	9.9%
£119,101 to £140,400	10.5%
£140,401 to £210,700	11.4%
£210,701 and above	12.5%

Other Benefits:

Two-week, half-term break in October

Family Friendly Policies:

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

Employee Referral Scheme:

Up to £500 payable for a new employee referral across the Trust

Cycle Scheme:

The Trust is a member of the Cycle to Work Scheme.

Car Parking:

Free onsite parking (we are in a ULEZ free zone)

Catering:

On site catering at affordable prices

Employee Discounts Schemes:

20% discount off membership for Avenue Tennis
[Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme [Blue Light Card](#)



The Recruitment Process

Closing date: Monday 01 June at 09:00am

Interview date: TBC

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the school's careers page [Our Vacancies - The Robert Napier School](#).

If you wish to discuss the role, please contact **Charli Reader** via email at recruitments@robertnapier.org.uk.

The application form: Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK: Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding: Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV: We do not wish to see your CV so please do not include it.



Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about.

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



Administration Assistant – Admissions

Salary:	Trust Salary Scale, Points 06 -19 (£25,989 - £32,061 FTE) Actual Salary Between £22,353 - £27,576
Start date:	ASAP
Hours:	37 Hours Per Week / Term Time + 05 Days
Location:	The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX
Closing date:	Monday 01 June at 09:00am
Interview date:	TBC



We are looking for an organised and enthusiastic Administration Assistant – Admissions to join our secondary school. The role involves supporting the admissions process and providing efficient administrative support to ensure a smooth and welcoming experience for prospective students and families.

We are looking for a dedicated and enthusiastic person who:

- Has a passion for helping pupils thrive and meet their full potential
- Has a friendly manner and can communicate effectively with staff and pupils
- Can work effectively as part of a team but can also work independently using their own initiative.
- Has experience of working in a similar school

In return, we offer you:

- An incredibly supportive group of colleagues and leaders
- Comprehensive induction programme with a commitment to CPD
- Care First employee assistance programme
- Non-contributory membership of Benenden Private Health Care Cover
- Membership of the Local Government Pension Scheme
- Two-week, half-term break in October
- Cycle to work scheme

For further details on this role and to apply please visit the school's careers page [Our Vacancies - The Robert Napier School](#).

Visits to the School are strongly encouraged. For further information and to arrange a visit, please contact [Charli Reader](#) via email recruitment@robertnapier.org.uk.

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

Safeguarding Commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

Equality & Inclusivity Statement

At Beyond Schools Trust we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



Our Location



The Robert Napier School

Third Avenue
Gillingham
Kent ME7 2LX

Tel: 01634 851157

Email:

trns@robertnapier.org.uk

www.robertnapier.org.uk

<https://w3w.co/spirit.thus.since>

