

# Receptionist & Administration Officer

Cornwallis Academy



Build your Career, Shape  
your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

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



*A great place to be*



Cornwallis Academy  
*Ambitions for All*

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$3 \times 7 = 21$

$3 \times 8 = 24$

$3 \times 9 = 27$

$3 \times 4 = 12$

$3 \times 5 = 15$

$3 \times 6 = 18$

## Welcome from the Heads of School



Cornwallis Academy are seeking a Receptionist and Administration Officer to join the school team, the successful candidate will be responsible for providing administrative support to the school community and external stakeholders.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Joe Sutton and Seri Hodges

<b>Post:</b>	Receptionist & Administration Officer
<b>School:</b>	Cornwallis Academy
<b>Department:</b>	Admin
<b>Responsible to:</b>	Office Manager
<b>Salary:</b>	FST Scheme E £26,956-£27,765 FTE

## Purpose

The purpose of this role is to provide administrative support to the Cornwallis Academy school community and be a point of contact on the telephone and in person for all visitors, staff, and students.

## Main duties and responsibilities

### Front Desk & Communication:

- Be the first point of contact for all visitors, staff, and students, ensuring a welcoming and professional environment.
- Answer incoming calls promptly and efficiently.
- Manage visitor sign-in processes and ensure all safeguarding protocols are followed.

### General Administrative Support:

- Prepare documents such as mail merges for letters, student award certificates, and SIMS reports.
- Coordinate mailouts, produce address labels, and distribute communications via SIMS/InTouch.
- Organise and maintain both paper and digital records, ensuring data accuracy and easy retrieval.
- File updates and maintain student records within SIMS.

### Reprographics Services:

- Manage and complete school reprographic requests within set deadlines, ensuring high-quality output.
- Maintain equipment and supplies to support reprographics activities.

### Mail Duties:

- Open and distribute incoming mail.
- Frank outgoing post and ensure the secure mailing of student files using Royal Mail tracked services.

### Admissions Assistance:

- Support the Admissions Officer in requesting and logging student files using MS Excel and SIMS.

### Team Collaboration:

- Provide practical support to ensure continuity of critical tasks in the absence of other support staff.
- Undertake additional duties as reasonably requested by the Heads of School and Office Manager.

## Person Specification

### Essential Criteria

- Proven ability in working face-face with both internal and external stakeholders.
- Experience in an administrative environment.
- Strong written communication skills.
- Computer literate with Microsoft Office to an advanced level (Word, Excel, Outlook)
- Self-starter with the ability to multi-task, work at pace and to deadlines.
- Ability to work as part of a team.
- Self-motivated with the ability to work on own initiative and prioritise workload

### Desirable Criteria

- Experience of using SIMS database
- Working knowledge of the Data Protection Act

## Welcome from the Trust Lead

Samantha McMahon  
BA (Hons) | NPQH



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.

Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

Best wishes

Samantha McMahon

### **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

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](mailto:recruitment@futureschoolstrust.com) to 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 an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

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 28 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 offers:**

- 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.](#)







**Cornwallis Academy**  
*Ambitions for All*

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