



**SCHOOL
ADMINISTRATOR
CANDIDATE
BRIEFING PACK**

FEBRUARY 2026



“Staff feel that their workload is supported well and say that they are proud to work at the school... they have every reason to be proud”
-OFSTED 2022

Part of



**ACTIVATE
LEARNING**
EDUCATION TRUST

WELCOME FROM THE HEADTEACHER OF THEALE GREEN SCHOOL

Thank you for your interest in the post of School Administrator at Theale Green School. This is an exciting important position within our school community. Theale Green School is the fastest growing Secondary School in West Berkshire and we are looking to welcome a colleague to join our leadership team who has aspiration and a can-do attitude.



Theale Green School is a very special school, anyone who visits our school immediately recognises this and can sense the family-feel welcome. We are delighted this was recognised in our Ofsted report May 2022 **“pupils are proud of their school. All pupils spoken to said they would recommend it. Pupils feel safe and happy”**. We are a school in the heart of a community, with incredible staff, students and families all striving for the same thing: to see students become successful young adults.

Theale Green School is going through a period of sustained growth thanks to the substantial improvements in the Quality of Education and Student Experience we have embedded over the last five years. This was identified by Ofsted **“the curriculum is ambitious, well considered and carefully constructed”**. Students are enthusiastic about learning and are encouraged to explore their natural curiosity about the world they live in. Students achieve strong outcomes as they progress through our school, and go on to outstanding destinations when they leave us, with many being the first in their families to go to university – truly “Transforming Lives Through Learning”. Our students benefit from a rich, broad and balanced curriculum with excellence and aspiration at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think, to act confidently, and with professionalism: this allows them to compete to be the candidate of choice in the world renowned, local companies’ workforce. This position would build on this strength and support our students to their next exciting phase of development.

Theale Green School has a strong reputation in the local community, and many of our staff choose to send their own children to our school. In 2025, our ability to work together to support each other feels more important than ever, and this year will see us go from strength to strength as we continue to grow and provide a high quality student experience.”

We are looking for the right candidate who can build excellent relationships, is flexible in their approach and enjoys the dynamic environment of school life. In our schools the role of school administrator is key in creating a positive and supportive working environment by delivering excellent administrative services aligned with the school’s values and Trust Attributes. Our staffing body are a wonderful team, experienced and forward thinking, if you are the right person to join the administration team and our wider school team, bringing value to Theale Green School, then we really look forward to receiving your application.

Charlotte Badarello
Headteacher

WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

We're also incredibly proud and delighted that the school is recognised by Ofsted as being a Good school which is testament to all the hard work and positivity that has taken place, and which will we will grow on going forward.



As a new member of staff, you will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2025 – 2030.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners. Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. At Theale Green School, we recognise the importance and value of our role which is one of privilege and responsibility that requires us to be dedicated. We expect staff to demonstrate our Attributes of being Professional, Aware, Confident, Resilient and Enterprising. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper

CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Tracey Wright, HR Manager on 0118 930 8510 or via email at twright@thealegreen.w-berks.sch.uk

SCHOOL ADMINISTRATOR

Location: Theale Green School, Church Street, Theale RG7 5DA

Salary Range: Scale point 4, Spine point 7 – 11 FTE (£26,403.00 – £28,142.00) salary will be a pro rata of this.

Hours: Full-time / Part-time, termtime plus INSET days. This is flexible dependent on skillset of the successful applicant.

Start date: To be agreed with the successful candidate.

This is an exciting position for a candidate who has a passion that education can “transform lives through learning”. We are looking to welcome a colleague to join our team who has a strong ambition that our school can serve every child in the community and a belief that we learn every day from experiences and our colleagues.

The School Administrator plays a vital role in ensuring that high quality administrative and customer service is delivered to all stakeholders within the school community, this service also supports our staff to provide the best possible educational experience for our students.

Theale Green School is part of the Activate Learning Education Trust consisting of six secondary schools. Our purpose is to be “School of Choice for the Community”, which we have continually proved over the last four years with significant growth in student numbers, and improved outcomes. We pride ourselves in equipping our students with the skills needed for their future careers and lives. There is an opportunity for potential candidates to visit the school and meet Charlotte Badarello, Headteacher. Please contact Tracey Wright HR Manager on 0118 930 8510 or via email at twright@thealegreen.w-berks.sch.uk to arrange a visit to the school and conversation with Charlotte.

For more information visit: <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

Closing date for applications is: 9am on Thursday 19th March 2026

Interviews will take place on: Tuesday 24th March 2026

Should we receive an overwhelming response we reserve the right to close this vacancy sooner.

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.

ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-School Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To ‘transform lives through learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through **Our Learning Philosophy** and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



CURRICULUM

Our curriculum provides a rich, broad and balanced learning experience for all students across all years.

We see our curriculum as being holistic, with our resources carefully planned to flow seamlessly from the moment students join us in Year 7 until the point they leave us at the end of Year 11 or 13.



Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities. All students in years 7 – 13 study Relationships, Sex and Health Education (RSHE) to enable our students to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

In Years 7 to 9 students follow a rich, broad, and balanced curriculum. These classes are taught by subject specialists to ensure a successful learning experience. Students begin their GCSE option choices in year 10, and these choices mark the transition towards the all-important final assessments in Year 11.

We offer a broad curriculum opportunity in our Sixth Form, including both vocational and A level courses. A curriculum enrichment programme, including P.E. and RSHE, is followed, standards are high and students are expected to be committed to their studies.

ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.



Our Mission

Theale Green School is the School of choice for our community

Our Values of:

Progress – we welcome challenges and persist when work is hard

Hard work – we make effort and a good impression in the workplace

Respect – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School



JOB DESCRIPTION

REPORTING TO: Office Manager

Job Purpose

The School Administrator will be responsible for ensuring efficient functioning to ensure that high-quality administrative and customer service is delivered to all stakeholders within the school community. This role plays a key part in creating a positive and supportive working environment by delivering excellent administrative services aligned with the school's values and Trust Attributes.

Job Responsibilities:

- Undertaking the day to day administration duties including dealing with correspondence and telephone calls.
- Managing pupil records, updating school management systems (e.g., EdGen, Classcharts), producing reports, coordinating school communications, managing correspondence, and assisting with the preparation of documents for faculty and leadership teams.
- To ensure that all messages (verbal, paper and electronic) which pass through Reception are communicated accurately, professionally and in a timely manner.
- Provide general administration support for the school as reasonably directed by the Office Manager.
- Provide attendance support when required.
- Provide support to the Leadership Team as required.
- Manage the lost property process.
- Assist with the weekly school newsletter (Parent's and Staff).
- Ensure compliance with safeguarding and data protection requirements.
- Liaise with external agencies, parents and stakeholders with professionalism and discretion.
- Develop and continually improve the systems and service provided by the administration team.
- Update and maintain general office procedures to reflect best practice.
- Accurate maintenance of student records in line with the Trust's retention policy
- Act as a First Aider and to be included on the whole school First Aid rota.
- Strengthen the use of Office 365, and other software, to support best practice within the Office Team.
- Oversee photocopying, printing needs, laminating and binding needs for school including departmental and individual teacher requests.
- Stock-taking and replenishment in accordance with ALET financial controls.
- Monitoring maintenance of reprographics equipment, including reporting faults in a timely manner to Group IT Service and dealing with reprographics engineers on site as required.
- Liaise with ALET Marketing team in production of materials for public events, including displays and visual aids.
- Carry out all duties with regard to the school's policies and codes of conduct.
- Set high expectations of conduct, whilst acting as a good role model for others.

Group/Employee responsibilities

Professional Conduct

All employees are expected to:

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan.
- To demonstrate professional behaviours and Attributes.
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures.
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated.
- To be accountable for own safety and that of colleagues/ visitors to the workplace.
- To work in a flexible manner and be willing to undertake other duties as reasonably requested.

Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential or Desirable
Experience of working in a school environment is highly desirable	D
Experience of working within administration	D
TECHNICAL COMPETENCIES AND SKILLS	
Experience in using school systems including, Ed:Gen, Or other online system is desirable	D
Strong IT skills across Microsoft Office Suite	E
BEHAVIOURAL SKILLS	
Professional and discreet, with a proactive 'can-do' attitude	E
Strong interpersonal and communication skills	E
Resilient under pressure and committed to continuous improvement	E
Ability to build trust and rapport across all levels of staff	E
A commitment to safeguarding and promoting equality	E

